

TOWN OF WILBRAHAM
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Wilbraham, Massachusetts 01095

Tom Newton
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**BROADBAND ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, February 8, 2023, 6:00 pm - Remote Meeting

The meeting was called to order at 6:01 pm.

Members present are Tom Newton, John Boudreau, Mat Nelson, Felix Zayas, and Town Manager Nick Breault
Not Present: Biff Simpson

I. New Business

Minutes of the 1/26/2023 meeting were approved. Mat N. made the motion to approve, John B. seconded it, and A roll was called: John B. approved, Felix Z. approved, Mat N. approved, and Tom N. approved.

II. Old Business

Governmental Update

- Digital Equity Grant status was reviewed.
- OPM RFQ Process Update:
 - RFQ was posted on 2/8/2023.
 - RFQ proposals are due 3/8/2023.
- Town Counsel was unavailable to attend but would be available on 3/9/2023.
- Updated Digital Access Plan
 - Updated plan contained two errors
 - Committee Members are to do another review and notify Nick B. of any other errors.

Massachusetts Broadband Coalition of municipalities in the state held its first meeting on 1/24/2023.

- A YouTube video of the first meeting has been posted.
- Future meetings will be held online on the first Tuesday of each month.
- Is Tom N. the permanent member?

Marketing and Public Relation:

- Public / Media Outreach: the 5/15/2023 Town Meeting is the next opportunity.
 - John B. will coordinate the committee's participation.
 - All committee members were requested to attend.
- Swag / Promotional Items list was reviewed.
 - Initial orders and mock-ups were reviewed.
- Brochure draft was reviewed.
 - Tom to email 3 potential versions for members to review.
 - Initial order to be reviewed.
 - Water bill stuffers are being planned.

Website Update - WilbrahamFiber.com:

- Second blog post was reviewed and approved. John B. made the motion to approve, Mat N. seconded the motion. A roll was called: John B. approved, Felix Z. approved, Mat N. approved, and Tom N. approved.
- John B. will continue to write the blog posts
- Members are to forward blog topic suggestions to John B.
- Will we post the EntryPoint video to the site?

Committee Site Page on Wilbraham-ma.gov

- Committee needs Town IT assistance to be able to update the site with current information

Other Business

- Tom N. to reach out to The Wilbraham Times about a potential ad and article.

III. Citizen's Open Forum

- No citizens were present at this point in the meeting.

Dates for the next meeting will be virtual on Wednesday 2/23/2022 at 6:00 PM

Having no further business, the meeting was adjourned by unanimous consent at 7:04 P.M.

Submitted: John Boudreau – Committee. Member Date:2/12/2023