

TOWN OF WILBRAHAM
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Wilbraham, Massachusetts 01095

Tom Newton
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**BROADBAND ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, March 9, 2023, 6:00 pm - Remote Meeting

The meeting was called to order at 6:00 pm.

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

I. New Business

Minutes of the 2/8/2023 meeting were approved. Tom. made the motion to approve, John B. seconded it, and a roll was called: John B. approved, Felix Z. approved, Mat N. approved, and Biff S. approved.

II. Old Business

Governmental Update

- Digital Equity Grant was awarded to Wilbraham, amount to be determined.
- OPM RFQ Process Update:
 - RFQ proposals were due 3/8/2023 and none were received.
 - Selectmen to discuss next actions.
 - Do we change the scope or timeline in the RFQ to attract OPMs?
 - Can we determine the interest in the OPM RFQ posting?
- Town Counsel will be scheduled in the future.
 - Members to submit legal questions to Nick B.
- Updated Digital Access Plan
 - Updated plan contained two errors. Tom found additional errors.
 - Committee Members are to do another review and notify Nick B. of any other errors.
- Spectrum rate increase was discussed.

Massachusetts Broadband Coalition of municipalities in the state held its second meeting on 2/23/2023.

- A YouTube video of the first and second meetings has been posted.

- Future meetings will be held online on the first Tuesday of each month.
- Is Tom the permanent member?
- Committee members are to notify Tom if they are interested in attending

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.
 - Sue B. to confirm the source of funding for swag.
- Brochure draft was reviewed.
 - Members were requested to have a few family members or friends review the brochures.
- The Reminder published an article about Wilbraham Fiber in the 3/9/23-3/16/23 edition.
- Wilbraham Times article will follow at the appropriate time.

Website Update - WilbrahamFiber.com:

- Blog post was reviewed and approved with revisions. Biff S.. made the motion to approve, and Felix Z. seconded the motion. A roll was called: John B. approved, Felix Z. approved, Mat N. approved, and Tom N. approved, Biff S. approved..
- John B. will continue to write the blog posts
- Members are to forward blog topic suggestions to John B.
- Members were requested to review the FAQs.

Committee Site Page on Wilbraham-ma.gov

- Tom to meet with Town IT to update the Committee's page.
- Tom will sit with Biff to review procedures for future revisions.

Other Business

- None

III. Citizen's Open Forum

- No citizens were present.

Dates for the next meeting will be virtual on Thursday 3/23/2022 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:3/13/2023