

TOWN OF WILBRAHAM
240 Springfield Street
Wilbraham, Massachusetts 01095

Tom Newton
Felix Zayas
John Boudreau
Biff Simpson
Mat Nelson



Phone: (413) 596-2800
FAX: (413) 596-9256
broadband@wilbraham-ma.gov

**BROADBAND ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, March 23, 2023, 6:00 pm - Remote Meeting

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

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

I. New Business

Minutes of the 3/9/2023 meeting were approved as amended. Felix Z. made the motion to approve, John B. seconded it, and a roll was called: John B. approved, Felix Z. approved, Tom N. approved, and Biff S. approved.

II. Old Business

Governmental Update

- Digital Equity Grant - No update
- OPM RFQ Process Update:
 - Felix, Bif, and Nick to break out a one-year mission with specific goals for that period.
- Town Counsel will be scheduled in the future.
 - Members to submit legal questions to Nick B.
- Updated Digital Access Plan - No Update
- Promotional/Marketing funds source - No Update

Massachusetts Broadband Coalition of Municipalities

- 3/22/2023 meeting was held covering mostly Digital Equity and grants that have been issued to date.
- Committee members are to notify Tom if they are interested in attending future meetings.
- A second MMA BIL Webinar is scheduled for 11/15/2023 with the topic of "Broadband and Digital Equity Investments"

Marketing and Public Relation:

- Public / Media Outreach: the 5/15/2023 Town Meeting is the next opportunity.
 - John B. contacted Town Clerk Carole Tardif who said she was fine with the Broadband Committee being present at the Town Meeting to hand out brochures “if the Selectmen are OK with it”. Sus B. to confirm.
 - All committee members were requested to attend.
 - Current Outreach Opportunities:
 - Town Election 5/20/23
 - Peach Festival 6/17. Felix to investigate who we are to coordinate with.
 - Fountain Park Concert Series
 - Biff suggested the 5/13/23 Wilbraham Hill Climb. John B. emailed the Hill Climb web page to the committee.
 - Farmer’s Market
- Tom developing a dedicated Committee Calendar
- Swag / Promotional Items list was reviewed.
 - Mat emailed members an updated Marketing Items Proposal dated 3/21/2023
- Brochure draft was reviewed.
 - Of the three versions provided, the brochure that begins “Our proposed state-of-the-art network will...” is the favorite amongst friends and family who were asked.
 - Citizen Louise Arthur provided her comments and agreed with the above version as the better version.
 - Can staffers be included in the tax bill?

Website Update - WilbrahamFiber.com:

- 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

- Biff to investigate technical questions to ask other towns. Felix email a list of questions.
- Tom to contact Nick to see how we can investigate if a part of Memorial School is available for Broadband use.
- Sue B. to confirm if remote meetings are still allowed.

III. Citizen’s Open Forum

- Louise Arthur asked about the progress being made to sign up interested residents.

Dates for the next meeting will be virtual on Thursday 4/6/2022 at 6:00 PM

Having no further business, the meeting was adjourned at 7:26 P.M, Felix made the motion to adjourn, Biff seconded it, a roll was called and all members approved.

Submitted: John Boudreau – Committee. Member Date:3/27/2023