

**TOWN OF WILBRAHAM**  
240 Springfield Street  
Wilbraham, Massachusetts 01095

Tom Newton  
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**WILBRAHAM BROADBAND ADVISORY COMMITTEE MEETING MINUTES**  
**Thursday, April 6<sup>th</sup>, 2023, at 6:00P.M. (remote meeting)**

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

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

**NEW BUSINESS**

Minutes of the 3/23/2023 meeting were approved as amended. John B. made the motion to approve, Biff S. seconded it, and a roll was called: John B. approved, Felix Z. approved, Tom N. approved, Mat N. Approved and Biff S. approved.

**OLD BUSINESS**

**Governmental Update**

- Digital Equity Grant - Pioneer Valley Planning Commission provided a handout for the application process.
- OPM RFQ Process Update:
  - EntryPoint provided documentation comparing Open Access Network vs. PON in response to Felix Z. 3/23/23 emailed questions.
  - PON vs. Ethernet specs were discussed. Felix Z and Biff S to investigate other towns' equipment choices.
  - Felix Z and Biff S to provide First-Year Project Goals and Scope so a revised OPM RFQ can be developed..
- Updated Digital Access Plan - Tom N to provide revisions to EntryPoint so the plan can be revised.
- Promotional/Marketing funds source.
  - No issues with funding the rack cards.
  - Another list of promotional items to be purchased needs to be provided to the Selectmen for approval.
- Dig Once policy was discussed.
  - If a road is being opened can conduit for fiber be installed at the same time?
  - What specs for the conduit should be used?

## Massachusetts Broadband Coalition of Municipalities

- Next meeting to be scheduled.

### 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: ■
    - Hill Climb 5/13/23
      - 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 developed a dedicated committee calendar on Google Calendar
- Brochure print specs
  - \$312 per thousand for deluxe card stock.
  - \$280 per thousand for paper tax bill insert.
  - John B made a motion to approve, and Mat N seconded it. A roll was called: John B. approved, Felix Z. approved, Tom N. approved, Mat N approved and Biff S. approved.
  - Tom N to reach out to Ludlow Printing.

### Website Update - WilbrahamFiber.com:

- Members were requested to review the FAQs.

### Committee Site Page on Wilbraham-ma.gov

- Tom N and Biff S were trained by Town IT to be able to update the Committee’s page.
- The Committee Mission Statement was approved as amended. John B made a motion to approve, Mat N seconded it. A roll was called: John B. approved, Felix Z. approved, Tom N. approved, Mat N approved and Biff S approved.

### Other Business

- Nick B spoke with Town’s consultant about if space in Memorial School is available for Broadband use.
- Brand name needs to be developed for the Broadband project.

### CITIZEN’S OPEN FORUM

- None present

Dates for the next meeting will be virtual on Thursday 4/20/2022 at 6:00 PM

Having no further business, the meeting was adjourned at 6:50 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: 4/9/2023