

Town of Wilbraham
240 Springfield Street
Wilbraham, Massachusetts 01095

Broadband Advisory Committee
Chris Bovino
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Christine M. Goonan
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Bruce Williams



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BROADBAND ADVISORY COMMITTEE
Tuesday Sept. 17, 2019 7:00pm
MINUTES

Present: R. Tourville, B. Williams, C. Goonan, T. Newton
Meeting in order: 7:05pm

I. New Business

T. Newton and R. Tourville reported from the meeting with N. Breault and N. DeLong very productive. N. DeLong will be in charge of www.WilbrahamFiber.com at some point will hand off current site to the town. Site will be officially a town entity. They will link to our site along with survey with the Wilbraham Town site. A banner will notify persons to take the survey. Survey Monkey: N. DeLong will look into the level of service along with subscription service. T. Newton follow up: the type of Survey Monkey service which would work. They are looking into an enterprise license so other boards and town departments could use. A follow up with N. Breault and BOS to officially approve the survey. The current social media accounts are automated so any notification goes to all. We can submit through website address and link as a newsflash. We can do this with the survey as well. R. Tourville will be the point person for social media for the committee. N. Breault and N. DeLong discussed using

telephone push so it was discussed and discouraged the use. Dig Once policy discussed. N. Breault advised going to town meeting for approval. N. Breault will work with BOS to get warrant for Dig Once policy. R. Tourville concern is that if any conduit that is being installed we need to look for permission for a push through into the conduit for our fiber.

II. J. Christensen zoom meeting- 7:30pm

1. Agenda items for Survey-OFS meeting clarity on design and engineering with construction management and fiber materials. OFS Design \$10.00 per home= \$40,000-50,000.
2. Survey discussion
 - a. Survey monkey has been resolved. Town will own.
 - i. Waiting to here from N. DeLong-everything else in motion
 - b. Domain name is www.WilbrahamFiber.com
 - c. WPL - B. Williams talking to Library personnel in regards of set of computer and Senior center will be handled by T. Newton
 - d. Town social media will promote survey through town.
 - e. R. Russell will do DPW signs: board will create wording and get recommendations to Mr. Russell.
 - f. Website URL: T. Newton added pages.
 - i. Domain has been secured and live shortly
 - ii. Hand ownership over to town the draft version
 - iii. Polish up website-discussion about the URL
 - iv. Home page put the slide show instead
 - v. BOS letter-test needs to be bigger take phone number out and put web -address.
 - vi. Why Fiber will be Devin and Jeff
 - vii. Structure and Cost will be Devin and Jeff
 1. Discussion of posting costs.

viii. Municipal Broadband Education Resources

1. Add article

viv. Add a Broad Band Advisory page

3. Oct plan work on assessment gathering data

4. Survey where is the rock- Bartlett Ave, Ridge Road part of North Mountain and Monson Roads.

5. Community Engagement plan-set up open house

invitation. Show a demo signing up etc...importance will identify your geographic key individuals who will be champions for fiber zone different neighborhoods into fiber zones. First fiber champion zone pass a certain take rate will get fiber first. The role of the committee to support their efforts. The number of open houses and individual meetings will depend how involved the town gets.

III. Old Business

Meeting Minutes

Aug 6th 2019: Wording change" Nate to have R. Tourville resubmit meeting and links to town website. WAZ is WAS. OFS reported that WAS can bury fiber at the same cost as Certex reported to cost of pole mounting. WIX not WICKS". R. Tourville motion to accept on change to 8/6/19 minutes. B. Williams second and unanimously in favor.

Sept. 3rd 2019: Change spelling to Captcha. Motion by T. Newton, R. Tourville second all in favor unanimously accepted.

****C. Goonan makes the motion that we make the changes to the website as fore-mention B. Williams second all unanimous accept changes recommended.

R. Tourville possibility we will not be ready for next town meeting.

T, Newton if we want to make a newsletter to Senior newsletter.

C. Goonan motioned T. Newton to write a summary of our work in the senior center newsletter R. Tourville seconds and all

unanimously accepted.

IV. Citizen's Open Forum

Having no further business, the meeting was adjourned by unanimous consent at 9:05pm. The Committee will reconvene on 9/17/19.

Submitted:

Christine Goonan – Secretary

Date : 09/17/19

Approved as to form and content:

Christine Goonan – Secretary

Date: 09/17/19