

CHARLEMONT BROADBAND COMMITTEE

Monday, February 17 at 6:00 pm at the Charlemont Town Hall.

ATTENDING: Bob Handsaker, Doug White, Cheryl Handsaker, Trevor Mackie (by phone), Ken Hall

Missing: Mary Ellen Banks, Bill Tucci

1. Approve Minutes and Meeting Notes from 2/10/2020

- a. **ACTION TAKEN:** Approved unanimously

2. Status of NEE

- a. Update on Construction Progress
 - i. Mini-split is not yet installed. There is some confusion about how the mini-split will be protected.
 - 1. As close the building as possible and if it is not a change order, approve the roof over the device.
 - 2. Timing of the concrete foundation?

3. Status of Make-Ready

- a. Status of utility applications
 - i. Long Bridge remains open waiting for Osmose design for Long Bridge.
- b. Town Hall Exterior
 - i. No update.
- c. Railroads
 - i. Long Bridge
 - 1. Approval given to Osmose to design Long Bridge railroad crossing. Not to exceed \$5000 but will be done in stages. Expect a preliminary design for \$1000.
 - ii. Tower Road
 - 1. No update.
 - iii. South River Road
 - 1. No update.
 - iv. West Hawley Road residence
 - 1. No update.
- d. Bridges
 - i. Slack Loop review/ additions
 - 1. Doug has reviewed for the design.

4. Status of Distribution Network

- a. Status of the distribution contract

- i. WG&E Contract - Sarah has indicated no legal review would be needed given that KP Law more than once.
 - ii. Cheryl will call Chris L. regarding Attachment A.
- b. Design
 - i. Draft design received and reviewed by WG&E, ready for our review.
 - ii. Doug had looked at the slack loops that he prepared and it looked good.
 - 1. Mark the slack loops that are as needed for the stream crossing.
 - 2. Country Air Campground slack loops how many cables are in front?
 - a. Redesign of the spares on W. Oxbow Rd has eliminated one cable, which is correct.
 - iii. Town Center - three slack loops where only a single one is needed. Pole 290 had one in the design, 283/ 295 also have slack loops designs for the stream crossing. Ask to remove the loop at 290.
 - iv. Path to the town hall on the west side should be from 283-1 since this is where the conduit is installed.
 - v. WG&E / PVC should get a copy of the town lawn plan for accuracy
 - vi. Cut Sheets - Trevor & Bob will try to take a look and circle back to WG&E. Get our review by the end of day Wednesday.
- c. Pick the day it is going out to bid, when will the call be and when will be bids be due to ensure we are signing the contract by May 1. Cheryl will follow up with Chris LaVertu
- d. Next actions Warner Hill Rd, Long Bridge project, Heath Stage Terrace and Hawk Hill Rd.
 - i. Out to bid/ IGA once procurement documents
 - ii. Warner Hill Rd., Long Bridge path preparation
- e. Status of edge cases
 - i. Heath
 - 1. Warner Hill Rd. no status update, waiting on review with WG&E
 - 2. Bassett Rd.
 - a. Difference of how the MSTs are calculated, WG&E will resolve these differences.
 - b. Transfer the licenses to Heath - if this is legal we are in agreement.
 - c. Why is 8 & 7A not a standard drop on the TriWire pricing?
 - d. Bob will rewrite the paragraph in Sheila's document for the drop policy and resend to Doug when it is ready.
 - e. A-frame in the woods - Doug will try to contact.

5. Project Schedule Update

- a. Project plan review

6. Project Finance Update

- a. Payments/ Income of Broadband project
- b. Status of additional funding sources
 - i. Cheryl will work with Christine Kimball to determine the best of 4 possible projects identified.

7. Communication Notes

- a. Select Board Meeting Topics
 - i. Status of the distribution network procurement package - verify that we will not send for legal review.
 - ii. Researching and applying for USDA grant funding
 - 1. How much feedback would you like to provide?
- b. Workshop planning?
 - i. No update.
- c. Wired West communications with folks without provided email contact information
 - i. No update.

8. Next meeting

- a. Monday, February 24 @ 6PM

Adjourned 7:50 PM