

## **CHARLEMONT BROADBAND COMMITTEE PUBLIC MEETING**

**ATTENDING: Bob Handsaker, Trevor Mackie, Mary Ellen Bank, Doug White, and Cheryl Handsaker**

**MISSING: Ken Hall**

**GUEST: Valentine Reid**

### **1. Approve Minutes and Meeting Notes from 8/24/2020**

- a. Trevor - yes, Cheryl-yes, Bob-yes, Mary Ellen - abstain (Doug joined late)

### **2. Status of Make-Ready**

- a. Long Bridge
    - i. Paperwork is off to PanAm and we are waiting on a response
  - b. Tower Road
    - i. Inspection of the poles by WG&E should have been completed today.
    - ii. Should we wait until there is cable strung?
      1. Timing is a problem
      2. If the distribution contractor does this they don't have the proper equipment for cleanup
    - iii. Tree trimming
      1. Ben Niles has not been out to give us an estimate (25' high, 3' span around and preemptive cutting)
      2. Winfisky will give an estimate
      3. Lanoue will give an estimate and Cheryl will meet at the site on Wednesday
      4. How do we figure out this procurement?
        - a. Follow procedure that the town usually follows for tree trimming?
          - i. Val will reach out to town to see how tree-trimming is done. Do we have an open contract; do they have procurement guidance for services. Charlemont Tree Warden Stephen Reynolds 413-834-5781 & Highway 413-339-4335
        - b. Follow appropriate state guidelines
          - i. <https://www.mass.gov/doc/charts-on-procurement-procedures-effective-june-15-2018-docx/download>
        - c. Doug will reach out to FRCOG to see what the kind of procurement we need.
- c. West Hawley Road residence
  - i. No update. National Grid has not yet responded re: non-metered service.
- d. Town Hall Exterior
  - i. Permission to spend money on the conduit for the generator

- ii. Trevor will follow up with Dennis Annear
- e. Heath Stage Terrace
  - i. Inspection is complete.
  - ii. Remaining materials
    - 1. Dave was going to pick up remaining materials, except for the large reel
    - 2. Early September, large reels will be removed
    - 3. Credit will be granted when inventoried
  - iii. TriWire has not yet sent an invoice
- f. Hawk Hill Rd
  - i. Pole hearing was approved by the Select Board.
  - ii. National Grid is planning to proceed.
- g. Warner Hill Rd.
  - i. Tom Danek let us know he would begin next week. He should email us and the Highway Department
  - ii. Pole hearing will next Tuesday
  - iii. Easements
    - 1. Town right of way is about 30' on Warner Hill Rd.
      - a. Can we check on this?
    - 2. Bob staked the location of the second pole.
    - 3. Easements would be a good idea.
      - a. Doug will follow-up on these easements
      - b. Doug will try to find some private surveys of the land
      - c. Doug can do the drawings if a stick sketch is all that is needed.
      - d. Easements on Randall's property and Kendrick property

### **3. ISP Contact**

- a. Update on contract and amendment draft
  - i. Rich Carnall will connect with John Leary but believe we are all in agreement about a short-term contract.
  - ii. Meeting of other fiber towns that will be scheduled soon
    - 1. Bob will bring up maintenance amendment with this group
  - iii. Bob will reach out to Otis and also collect the concerns about the contract.

### **4. Fairground Hotspot**

- a. Cheryl will reach out to Hawlemont Principal
- b. Is there a need for students?

### **5. Drops**

- a. Update on one-page document

- i. No update.
- b. Materials storage
  - i. Homeowner drop conduit?
  - ii. Storage box at the box factory or the transfer station or the fairgrounds. Tinney Rd.? Storage box \$900/ year + \$300 delivery.
- c. Prioritization for drops?
  - i. FSA by FSA
  - ii. First come first serve or rules?

## **6. Presubscription Prep**

- a. Phone is at \$15/month - is this something that we can modify? Settle on a final phone price.
- b. Consider modifying this price to cover any ancillary costs that are not spelled out in the contract.
- c. Consider a \$19.95+ taxes price point and evaluate whether this will cover costs.

## **7. Project Finance Update**

- a. 2021 budget update
  - i. Met with Unibank. Borrowing schedule was proposed to borrow \$400,000 by the end of September in State House notes.
    - 1. Make-ready, hut electronics, and expensive prior to the Distribution Network.
- b. Status of additional funding sources
  - i. Check on whether we can just be purchased and on site at the subcontractors.
  - ii. Cheryl will follow up once we understand what is needed.
  - iii. Cheryl will follow up with Jessica Atwood

## **8. Project Schedule Update**

- a. Project plan review
  - i. Verizon
    - 1. 3 of 17 Verizon applications complete
    - 2. Verizon progress tracking sheet - 62% complete, 79% complete on billable work.
  - ii. Axia
    - 1. Invoice from Axia received for make-ready
    - 2. Many compounding fees.
  - iii. Bill Ennen call
    - 1. Ask about Axia invoice
    - 2. Can the town refuse to pay the 'Administrative Fee' as DOT refuses to pay?
    - 3. Check if this is for traffic calming work. If so, we should not be billed.

4. Second hotspot or move hotspot

b. Select Board

- i. Pole hearing
- ii. Borrowing
- iii. Box or shed available for storage
- iv. Generator update

9. **Communication Notes**

- a. Keep the good news coming

Adjourned 7:38 pm

Celebrate Bob's Birthday after adjournment!