

CHARLEMONT BROADBAND COMMITTEE

ATTENDING: Bob Handsaker, Trevor Mackie, Valentine Reid, Mary Ellen Banks, Doug White, and Cheryl Handsaker

MISSING: Ken Hall

1. Approve Minutes and Meeting Notes from 11/2/2020

- a. **ACTION TAKEN:** Trevor - yes, Cheryl-yes, Bob-yes, Doug - yes, Valentine - yes, Mary Ellen - yes

2. Status of Make-Ready

a. General

- i. Fully licensed from Verizon!! Hurray!
- ii. Another application was filed for three poles at Tower Rd but this should not slow us down.
 1. Check requests are in process
- iii. Next step is completing the move of the MBI fiber
- iv. Ride out is performed by Osmose. WG&E and TriWire will be invited to go along with the rideout.
- v. Transition to Distribution build
 1. TriWire how quickly can you mobilize? We can mobilize as soon as needed. Probably ramping up as other towns wind down.
 2. Beginning with railroads, river crossings and 'easements'.
 3. Lead time of materials is about two weeks
 4. Kick-off is being scheduled
 - a. Explore staging areas (Fairgrounds, box factory)
 - b. Indoor MST storage (20'x20')
 - i. Basement of town hall
 - ii. Exhibition hall
 - c. Explore the river and railroad crossings
 5. Road closures for winter?
 - a. Bob has reached out to our Highway Superintendent
 6. Tower Rd. bridge - has the pre-conference meeting happened?
 - a. Focus on fiber loops being long enough
 - b. Bob will reach out to Mark Page.
 7. Laurel Lane also kicking off soon

b. Railroads

- i. TriWire is forwarding insurance binder to the railroad.
- ii. All is in progress, flagger being scheduled

c. West Hawley Road residence

- i. No update.
- d. Town Hall Exterior
 - i. No update.
- e. Town Hall Generator
 - i. Touched base regarding the basement conduit
- f. Hawk Hill Rd
 - i. No update.
- g. Warner Hill Rd.
 - i. Danek Construction has completed work.
 - ii. Burke Electric - Poles that were set - one pole is not complete. Nothing more has been done since Friday.
 - iii. Who should fill the test holes that Charlemont Highway dug?
 - iv. Neighbors have asked about a preexisting berm.
 - v. Tree trimming - let it go and see if there is anything needed when TriWire comes.
 - vi. Bill for \$400+ for the conduit and tracer wire
 - 1. This is about cutting the mule tape and pulling a solid one through. We will be paying this.
- h. Tower Road
 - i. Trevor followed up with Niles Tree Service
 - ii. Check is in process for payment

2. ISP Contact

- a. Town Counsel has replied to our inquiry
 - i. Write summary of issues - Bob has moved this along.
 - ii. Tell that list to WG&E
 - iii. Ask for an email back from them
 - iv. Goal to ask Select Board to sign the contract at their next meeting.
 - v. Bob has asked committee to review

3. Presubscription Prep

- a. Next actions after choosing ISP
- b. Sense of schedule will be helpful so that financing will be moving forward.
- c. Work with WG&E on preparing for our presubscription drive.
 - i. Trevor encourages us to review the WCF FAQs from other towns.
 - 1. Can we add our own FAQs after the fact?

- ii. Competitive build out?
- d. Emphasize fastest build path as our 'North Star'
- e. Explore more about the payment options from WG&E
- f. Subcommittee for the presubscription
 - i. Cheryl
 - ii. Mary Ellen
 - iii. Val

4. Distribution Network - Phase 5 Go Ahead Letter

- a. WG&E will send us a letter
- b. **ACTION TAKEN:** Recommend to the Select Board that we sign the phase 5 go ahead letter to make WG&E our Owner's Project Manager (OPM) for the distribution network under the terms that we had previously discussed.
 - i. Trevor - yes, Cheryl-yes, Bob-yes, Doug - yes, Valentine - yes, Mary Ellen - yes

5. Hub Electronics

- a. Cheryl will work directly with WG&E on order
- b. Updated IGA for 100% BOM
- c. Cheryl will check about delivery, insurance, and inspection.

6. Drops

- a. Telephone meeting outcomes, move to consistent pricing
 - i. Adding phone to internet - \$19.99/ month
 - ii. Phone only - \$49.99/ month
 - iii. Internet - \$79.99/month
 - iv. **ACTION TAKEN:** Recommend that we set phone rates at \$19.99/month with internet, \$49.99 as a phone only, and to make the pricing consistent at \$79.99/month for internet only.
 - 1. Trevor - yes, Cheryl-yes, Bob-yes, Doug - yes, Valentine - yes, Mary Ellen - yes
- b. Payment options
 - i. Credit card or ACH transaction
 - 1. Which ones will be accepted (Visa/ Mastercards)
 - ii. All fees are passed along to the towns.
 - iii. Check on these items with WG&E

7. Project Finance Update

- a. 2021 budget update
 - i. How often can we change pricing? Recommended once per year.
 - ii. Review the operating budget
 - iii. Exploring the cost of maintenance from other towns.
- b. State House Notes borrowing should be going through tomorrow.
- c. Status of additional funding sources
 - i. Non-governmental sources
 - ii. CARES Act Funding
 - iii. RBDG Grant

8. Project Schedule Update

- a. On track if we can

9. Communication Notes

- a. STM Prep, get items to Cheryl by Thursday 8 PM
 - i. FY 21 budge on one side and FY 22 on the other side
 - ii. State of Broadband 'handout'
 - iii. Drop policy brochure, if available

Next meeting Nov. 16 @ 6PM

Meeting adjourned, 8:01 PM