

CHARLEMONT BROADBAND COMMITTEE

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

1. Approve Minutes and Meeting Notes from 1/4/2021

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

2. Status of Make-Ready

a. General

i. Spring Schedule

1. Phone call with EOHED happened on Thursday.
2. Another call with WG&E & Mass DOT was scheduled.
3. Consensus is getting ahead of DOT, Bill Ennen is coordinating the make-ready remediation and confirming we need to get completed this winter.
4. ALL distribution cables must be run through town at a minimum
5. Follow up with WG&E as able, expect a call from John Leary early this week

ii. What Verizon make-ready is needed?

1. Bob will send Doug the punch list of remedial make-ready

b. Railroads

- i. Waiting on the resolution for the contractual railroad crossing from WG&E

c. West Hawley Road residence

- i. Trevor has heard from National Grid regarding unmetered service, still in the works. An additional agreement would be needed to mount an antenna on a NGrid pole.
- ii. Nothing from Access Plus or GCET
- iii. Chris Gray has outlined a possible plan for service, with tree trimming. An estimate is coming soon.

d. Town Hall Exterior

- i. No update.

e. Town Hall Generator

- i. Conduit is all in

f. Hawk Hill Rd

- i. No update.

g. Warner Hill Rd.

- i. Doug provided the as-built for Warner Hill Rd. using Trevor measurements.
 - a. Evaluate storage area for printed documents from the as-built
 2. Binder and perhaps a separate filing items. Cheryl will drop a binder in the machine room.
- ii. Fiber Marker details

1. Highway Superintendent is opposed to the fiber markers in the roadway.
 2. Consider decals on the poles on both sides of the conduit to mark the spot. Doug will order, perhaps 7-10
 3. Val can print out additional label information.
- h. South River Rd.
- i. Niles Tree Service will begin on Weds, Jan 13

3. Distribution Network

- a. Address discrepancies from assessors data
 - i. No house number on one possible subscriber. Ask for a house number for the missing house number.
 - ii. Adjusted the spreadsheet.
 - iii. Bob will send update to WG&E
- b. Dirt Roads
 - i. No update.

4. Hub Electronics

- a. Racks are in place
- b. WG&E will be back on Thursday and be installing additional equipment.
- c. Draft of USDA grant reimbursement report expected complete this week

5. Drops

- a. Contract
 - i. Signed by the Select Board
 - ii. Bob will download the final document
- b. ConCom
 - i. Met with the ConCom
 - ii. Ask for ArcGIS map for underground utilities
 - iii. WG&E will provide.

6. Subscription Campaign

- a. Launch schedule
 - i. No update
- b. Marketing materials next actions
 - i. Get banners for road and also perhaps Avery's
 - ii. Check for a number of lawn signs
 - iii. Cheryl will put together a plan for what to purchase.
- c. Trevor has reached out to Cold River to see if we can get free large banners.
- d. Ken will check with Coke and Pepsi about signs
- e. Val noticed that the website says 'No data caps'. This is a WG&E commitment not a Charlemont one.

7. Project Finance Update

- a. Unibank meeting next week
- b. Bob will check on the Stripe account

8. Project Schedule Update

- a. No update

9. Communication Notes

- a. Hub electronics
- b. Process for avoiding the collision with traffic calming

Next meeting, Monday Jan 18th @ 6PM

Select Board meeting is on Jan 19.

Meeting adjourned 7:24 pm