

## CHARLEMONT BROADBAND COMMITTEE

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

**MISSING:** Ken Hall

### **1. Approve Minutes and Meeting Notes from 1/18/2021**

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

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

- a. General
- i. Final list is in place from WG&E and it is in progress at this time.
  - ii. National Grid will be complete by Friday. MBI will try to be complete. Verizon has not specified.
  - iii. Weds will be the go-no go meeting date. We are optimistic that this will kickoff on time.
  - iv. Three or four Verizon poles in the center of town. Bob will send Doug specifics that will be helpful.
- b. Railroads
- i. No update.
- c. West Hawley Road residence
- i. Access Plus has given information about the antenna and other responses, including the stand off and the height. Goal is to be ready to go back to the homeowner soon and see if this solution will meet the need. Bob will follow up regarding a meter.
  - ii. Chris Gray - nothing yet.
  - iii. GSET - No formal proposal yet. Looking to set up a bridge but we're looking at all possibilities. Val will reach out to try to confirm the details of the proposal.
  - iv. What constitutes the distribution network and what constitutes the drop? How does the subsidy get applied? How are the cost are divided?
- d. Town Hall Exterior
- i. No update.
- e. Town Hall Generator
- i. No update.
- f. Hawk Hill Rd
- i. No update.
- g. Warner Hill Rd.
- i. Fiber markers
    1. Doug will label the poles with the new stickers. Will mark the poles going up and then coming down. Stick them so that they are visible.
    2. Sharpie in the town hall phone number on the bottom.

- ii. Also mark Heath Stage Terrace at the bottom.
- h. South River Rd.
  - i. Tree trimming should be completed this week. Only a single area is remaining to be completed. Trevor will follow up to complete this.

### 3. Distribution Network

#### a. General

- i. Construction kick-off on Friday
- ii. Town Administrator is looped into these discussion
- iii. Deliveries are expected at the fairgrounds this week.
- iv. Police details - likely under-budgeted for this work. Other towns have also exceeded this budget.
  - 1. Municipal rate for these details. Remind him of this commitment. Sarah should know the rate needed. Doug has confirmed this in person Oct 2018, \$30-\$32 / hour rate for municipal work.
  - 2. Be really careful of how many details are ordered for the day. Pre-approve the requests in advance. Ask to be copied on the communications.
  - 3. Bob will follow up with Sarah to get this scheduled as early as possible this week.
- v. Trevor sent the 'walking the line' list.
  - 1. Hill and Dale road will add 4 drops from pole 242 - try to be clear with WG&E.
  - 2. Remaining splice points are accessible.
  - 3. Trevor moved the splice points done over by Doug White's house to move the splice points. Trevor will send this to Bob to make recommendations for ease of access.
  - 4. Crisp about next actions when you meet. Improvements for recommendations.
- vi. Tower Rd. Bridge and West Oxbow bridges are in future.
- vii. Thunder Mountain Rd residence has been reviewed by PVC and will be in at WG&E this week,

#### b. Address discrepancies from assessors data

- i. Cheryl will work with WG&E to correct the address. Identify the list of corrections and work with the web team to fix.

#### c. Dirt Roads

- i. Bob reviewed the list and he is happy with the status of this. They have a link to the completed spreadsheet. Bob will follow up.

### 4. Hub Electronics

- a. Todd hasn't been back due to illness. Has 2-3 more days to complete shortly.
- b. USDA grant is on the way. WG&E has the active BOM in stock.
- c. Paint is still needed on the ceiling.

#### 5. Drops

- a. ConCom - meeting on Feb 3
- b. Can WG&E do installations to a mobile structure?
- c. New home build at 15 Mountain View Dr.? Add this to the design.
- d. VOTING: If there is a new home on the existing distribution network, the home should be added to the design if town is notified prior to the completion of construction of the FSA and the homeowner intends to take service.
  - i. **ACTION TAKEN:** Cheryl=yes, Bob=yes, Valentine - abstain, Mary Ellen - yes, Doug - yes, Trevor=yes

#### 6. Subscription Campaign

- a. Discussed marketing materials -- get something for Transfer station,
- b. Can we use Avery's window for promotion?
- c. Stripe account has been created

#### 7. Project Finance Update

- a. Borrowing authorization should be fine with no limitations. Green Light letter is fine. Sarah followed up and this all is well.
- b. Books have been reconciled for grant purposes.

#### 8. Project Schedule Update

- a. No update, focus is on the village and pushing ahead of traffic calming.

#### 9. Communication Notes

- a. Focus on the kick-off

#### 10. Any other business not reasonably foreseen 48 hours in advance of meeting

- a. Low income broadband financing - explore state or other opportunities.
- b. MPLS meeting this Weds @ noon. Monthly call.

Next meeting, Feb 1 @ 6PM

Adjourned 8:21 pm