

CHARLEMONT BROADBAND COMMITTEE

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

MISSING: Ken Hall, Doug White

1. Approve Minutes and Meeting Notes from 2/22/2021

a. Approve Minutes and Meeting Notes from 2/15/2021

- i. **ACTION TAKEN:** Cheryl=yes, Bob=yes, Valentine - yes, Mary Ellen - yes, Trevor - abstain

2. Status of Make-Ready

a. General

- i. No update

b. West Hawley Road residence

- i. WG&E have been test piloting a Ubiquity product that could solve the problem. We will know in 1-2 weeks.

c. 42 Thunder Mountain Road residence

- i. No update.

d. Town Hall Exterior

- i. Fiber is pulled into the hut.
- ii. No caps on the riser poles. Should there be? Should it be filled or covered?
- iii. Vault cover has holes on purpose.
- iv. Need to make sure the riser conduits are sealed.

e. Town Hall Generator

- i. Sarah indicated it would be installed this spring. Sarah will continue to monitor.

f. Hawk Hill Rd

- i. No update.

g. Warner Hill Rd.

- i. No update.

3. Distribution Network

a. General

- i. Village area is done with strand and distribution fiber.
- ii. Now doing MSTs which will take several weeks.

2. Hub Electronics

- a. Hut is complete except for active electronics, connecting the fiber into the FEC and installing the backhaul connection.

4. Drops

- a. ConCom update: WGE approved the RDA and Bob submitted it to the concom. Possible meeting with concom on March 3?
- b. Schedule for underground consultations (no update)

5. Commercial Pricing

- a. Initial ideas were sent to broadband this week.
 - i. Dedicated bandwidth offering would be a great offering.
 - ii. Concern about delay, so sort out if this is reasonable to implement.
 - iii. Rate limit by port with a potential to allow residential customers to use any excess.

- iv. Bob and Val will follow up by phone/email
- v. Cheryl will pull a list of businesses

6. **Subscription Campaign**

- a. MDU Best practices
 - i. Recommend cold drops and provide information to landlords to encourage tenant hot-drop.
- b. Multiple Units - WG&E are kind of making up unit designations that may be unclear. We will assume that residents who call to sign up will fix the unit numbers.
- c. Facebook
 - i. Mary Ellen to update posts?
 - ii. Mary Ellen to monitor and answer questions?
 - 1. Mary Ellen will be the point person for questions via FB.
 - iii. Add information session as FB event
 - iv. Signup Button - not done yet
- d. Charlemont Connect
 - i. Alternating construction with Sign-up info, posting 2x/wk. Content plan:
 - 1. Phone Post - information about phone service and when you need to decide.
 - 2. Fiber in the Hub
- e. CRM: Address discrepancies audit of CRM/ PDU report
 - i. Lengths still not corrected
 - ii. Follow up with Bill Coli?
 - 1. Bob has responded to Bill.
 - iii. A couple of requested changes not complete:
<https://docs.google.com/spreadsheets/d/1ZPOH38SmZKKLCgJIS4-sVo1tVNXMkuz1qCXJCzB2jv8/edit#gid=0>
- f. Marketing materials
 - i. Banners ordered, expected Tuesday
 - ii. Lawn signs ordered, expected Tuesday
 - iii. Demo board requested, expected Sunday but did not arrive. Bob, update?
 - iv. Cheryl will leave posters and info session posters for Val at Averys
- g. Information Session
 - i. Form review: <https://forms.gle/DnY6JmJz2cqJG9cW7>
 - ii. Poster waiting on call-in information from WCF
 - iii. Information session -
 - iv. Fairgrounds flyer

7. **Project Finance Update**

- a. Meeting scheduled with Deb Wagner to
- b. review budgeting

8. **Project Schedule Update**

a. **Splicers**

- i. Who did you contact?
- ii. What test equipment do you need?

- iii. Are there other requirements we can vet in advance for subs that would meet your needs?

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

Posted 2/23/2021 by C.P.H.