

CHARLEMONT BROADBAND COMMITTEE PUBLIC MEETING NOTICE

Monday, May 24, 2021 at 6:00 pm

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

MISSING: Ken Hall

1. Approve Meeting Notes from 5/17/2021

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

2. Next meeting

- a. Tuesday June 1

3. Status of Make-Ready

- a. West Hawley Road residence
 - i. WG&E will review location today when in town.
- b. Thunder Mountain Lane residence
 - i. Make-ready complete
- c. Town Hall Exterior
 - i. Danek Excavation completed the work, requested final payment
 - ii. Town Administrator approved the work, next steps are to ask the Selectboard for final approval and sign off.
- d. Town Hall Generator
 - i. On schedule, Danek construction to install the pad
- e. Hawk Hill Rd
 - i. Application and payments are in.
- f. Pole replacements Shunpike
 - i. No update.

4. Distribution Network

- a. Distribution Network General
 - i. Aerial construction (Not splicing)
 - 1. FSA 01 complete
 - 2. FSA 05 almost complete - small punch list
 - 3. FSA 04 is in progress
 - ii. Splicing
 - 1. FSA 01 - 2 cases remaining, then over to FSA 05, perhaps the one case on rt 2 that is part of FSA 03.
 - 2. Splicing in the hut could begin next week, June 1
 - iii. 3-4 poles in the center of town will be moved again. Unclear on any schedule impact.
- b. Insurance update

- i. Doug will correct the total number of poles and request a copy of the policy for Broadband & Selectboard review.

2. Hub Electronics

- a. MBI/ Local Lynx have run the fiber to the hub. Not sure if this is live yet.
- b. WG&E were in the hub today.
 - i. Outlets are being redone in the hub ceiling.
 - ii. Table in the hub is needed.
 - iii. Caulk the duct work from MBI. WG&E would like to putty it. Seal it from rodent activity.
- c. Hub tour offered- Broadband Committee is interested. Bob will reach out for scheduling.
- d. Bulkhead doors are an issue. WG&E will install the keypad. They will contact the town administrator to coordinate.
- e. Insurance expected to start June 1.

5. Drops

- a. Schedule for all underground consultations
 - i. FSA 05 is being scheduled now
 - ii. How is the construction overages handled.
 - 1. WG&E should let Charlemont know the amounts.
 - 2. Charlemont will send a letter, a permission slip for the installation.
 - 3. Collect money upfront and receive this in advance.
- b. MDUs (South River Rd condos, Heath Stage Apartments, 122 Main, Woodland Park)
 - i. Design for Woodland Park has been completed. Owner is not engaged in the process.
 - 1. Landlord is not signed up for cold-drops.
 - 2. Bob will reach out and try to connect with the landlord.
 - ii. S. River Rd still waiting on estimate from WG&E
 - iii. Red Rose?

6. Commercial Pricing

- a. Biggest customers - this fall is not an issue but next year is the time it will need to be addressed.
- b. All other possible resellers that are not going to fall under the 5 or less tier.
 - i. How should we tell people we'll give them those with fewer seats?
- c. Val will write up the first draft focused on small and medium business.

7. Subscription Campaign

- a. Beta Customers
 - i. Process for getting these folks connected
 - ii. Reach out to WG&E for how these folks up and running
 - iii. Leverage commercial businesses to promote service but choose wisely. Be sure to give them channels for honest feedback (Charlemont & WG&E for beta, WG&E for paying customers).
 - iv. Perhaps a weekly roundtable convened to discuss the beta experience. Val will volunteer to pull this together.
- b. Subscription Update
- c. Outreach update & next actions
 - i. ABM moved to Weds, May 26

- ii. Election Outreach, May 25 (noon - 7PM)
 - 1. Cheryl to staff 5-7
 - 2. Bob to staff 12:30-2
 - 3. Mary Ellen 2-3 pm
 - 4. Trevor 3-4
- iii. Any prep for ATM
 - 1. Enterprise fund handout - Bob
 - 2. Timeline - Val
 - 3. Drop policy copies - Cheryl
 - 4. Construction actual vs estimates (graphic)
- d. Data Privacy
 - i. No update.

8. Project Schedule Update

- a. Project remains slightly ahead of schedule.

9. Project Finance Update

- a. Project remains on budget

10. Next meeting:

- a. May 31 in-person social celebration at the Handsaker's
- b. June 1 posted virtual

Meeting adjourned 8:01