

CHARLEMONT BROADBAND COMMITTEE MINUTES

Meeting of the Charlemont Broadband Committee

Tuesday, December 5 at 7pm at the Charlemont Town Hall

Attending: Trevor Mackie, Bob Handsaker, Cheryl Handsaker, Doug White

Guests: Toby Gould, Beth Bandy

Quorum achieved at 7:40 PM.

1. Approval of minutes
 - a. Minutes from 11/20/2017 – Approved unanimously as amended.
 - b. Minutes from 11/21/2017 – Approved unanimously.
2. Status update on WiredWest, MBI/EOHED and any local meetings
 - a. Discussions with Rowe/ Wired West:
 - i. Memorandum of understanding – 7 towns have signed, if more towns do not join Wired West may not be viable.
 - ii. MOU has removed the exclusivity provision. Revenue sharing formula, including the 50% take rate provision, is being modified.
 - iii. OTT may still be in the picture as a provider.
 - iv. Rowe is submitting pole applications by the end of the year.
 - v. Charlemont should consider operational model in future meeting
 1. Presubscription influencing the what gets built
 2. What is a presubscription?
 3. How much can we say service may cost?
 4. What do residents need to do, when do they need to do this?
 - vi. December 15th is the date by which they take away the voting rights.
 - b. Call with John Leary, WG&E
 - i. Cost estimates based on the pole condition?
 - ii. Is there a prudent decision to be made regarding continuing to pursue pole condition?
 - iii. Pole applications- can Rick Durant save us money?
 - c. Conversation about hiring Rick Durant, changes in the state funding may make this assessment step unnecessary.
 - i. Motion to recommend hiring Rick Durant for pole condition survey passes (3- yes, 1- no)
 - ii. Cheryl will prepare the contract for this work.
 - iii. Bob will follow up with Peg for a shorter contract.
 - iv. Bob will follow up to see if we can get a copy from Shutesbury.
 1. Ask if it was reviewed by legal counsel.
 2. Do we share the same legal counsel?

- v. In the scope of work spreadsheet example provided, ask whether the lowest electrical wire is the neutral wire and what is his definition of the electrical space? Is there a set amount of space that we need to call "electrical wire"?
- vi. Ask WG&E to review the Scope of Work for Rick Durant
- vii. We can include an update after 25% of the work is complete in the contract.

3. Review of WG+E strand maps

Not discussed.

4. Discussion of hut location and any other WG+E design issues □

- a. Bob will check with Ken re: hut information

5. State grant money

- a. Guidelines are coming before the end of the year. Expect that the state will make the town whole after the 1.7 M we allocated, covering all overages.
- b. Discussed the status of the town borrowing and whether we should be bringing this before town meeting. Perhaps a series of information sessions instead to discussed changes since the approval?
- c. Discussion about putting all money on the subscribers to keep any cost off of the tax rate. Broadband committee is concerned about the take rate if our cost is too high.
- d. Conversation regarding the cost of doing nothing. This is stressed as a serious concern for the future of the town.
- e. Using the tax rate to partially fund the project means that the wealthiest individuals will pay the largest share of the costs.
- f. Investigate private roads and how they should be served. Identify which roads are private.

Next actions:

- a. Cheryl will develop contract for Rick Durant
- b. Bob will revise contract for WG&E
- c. Bob will check in on addresses with Ken via the 911 listing
- d. Doug will look at cost/ vendors self-enclosed cabinets for hut/ room
- e. Bob will connect with Rowe Selectboard/ MLP re: pole survey
- f. Broadband committee should develop a policy document to answer important questions about the proposed service.
 - i. Bob will start a Google Doc for what the policy document needs to answer.
 - ii. Policy document should spells out the town's responsibility
 - 1. What do residents need to do, when do they need to do this?
 - iii. Prepare a series of information presentations in the new year.
- g. Broadband Committee should prepare for Town Meeting.
 - i. What is happening when?

- ii. Rough timeline and do I need to do this?
- iii. "Quick hooks" for publications.
- h. Consider bringing on board broadband committee member to allow for a regular quorum and help share the workload.
- i. Cheryl has been nominated to post minutes to the town website on behalf of the broadband committee.

Next Meeting: December 19, 2017 7PM, Town Hall
Adjourned 9:50 PM