

## **CHARLEMONT BROADBAND COMMITTEE**

Monday, August 19, 2019 at 6:30 pm at Tyler Memorial Library.

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

GUESTS: Phil Banks, Carla LaGrassa

### **1. Approval of minutes from 8/12/2019**

- a. **ACTION TAKEN:** Minutes approved unanimously.

### **2. Status of NEE**

- a. Trevor reached out Obear but has not heard back regarding
  - i. Follow up on the steampipe enclosure
  - ii. Trevor will follow up regarding the access panel cost.
  - iii. Ask him to give us a couple days notice before work begins
- b. No update on bulkhead access
- c. Trevor will make a basement key for access.

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

- a. Procurement of roadway conduit on Hawk Hill Rd. and Heath Stage Terrace
  - i. Emails today outlining that we have everything we need
    1. Conduit sizes and lengths confirmed
    2. Resent the quotes that outline "delivered" from WG&E
    3. New trench detail sent
      - a. 24" deep for the conduit, both in grass and in road
      - b. Trench is 30" deep with sand bedding, if needed.
    4. Don't replace large rocks on top of the conduit.
  - ii. Doug will complete the spec and send it to Andrea.
  - iii. Send a list to Andrea and reach out list
    1. JS Rae
    2. Winfiski
    3. Danek
    4. Obear
    5. Eric Dean

6. Todd Gerry

- iv. Review the results with the procurement
- v. Specify that work must be completed by October 31

b. Town Hall Exterior

- i. WG&E will give us a quote for materials and PM, waiting on the plans and specification for delivering the materials and PM for the project.
- ii. Doug has some questions to outline for WG&E
- iii. BOM is in progress.
- iv. Ready to go out to bid after easements are completed.
- v. Cheryl will stop by house to check in with the Gerrys
- vi. Reviewed traffic calming impacts with guests
- vii. Procurement template language sent for review
  - 1. Amy Wales has approved

c. Railroads

- i. Long Bridge
  - 1. WG&E will provide a design.
  - 2. WG&E will engage with Amy Sullivan about moving the pole
- ii. Tower Road
  - 1. Selectboard agreed to start a pole hearing
  - 2. Carlene was asked to do the abutters list
  - 3. Kathy will schedule to the pole hearing
  - 4. Bob will follow up with town whether staking the pole locations is a legal requirement. If so, Trevor and Doug will stake the poles based on the map.
- iii. South River Rd.
  - 1. Letter of understanding reviewed
  - 2. **ACTION TAKEN:** Recommend that the MLP manager sign the Proposal for Utility Pole Survey & Applications with Network Redesign – South River Road, as an addendum to the IGA with WG&E. Approved unanimously.

4. **Status of Distribution Network**

- a. Tower Road Bridge meeting report

- b. End of August/ beginning of September pole make-ready is expected.
- 5. Continue Drop Policy Discussion**
- 6. Communication Update**
  - a. Select Board status updates
  - b. Letter regarding National Grid Contract: Bob will produce a draft letter for select board as a starting point.
- 7. Status of Wired West Refunds**
  - a. Planning a mail merge for all folks who have not gotten the refunds.
- 8. Status of additional funding sources**
  - a. No updates at this time
- 9. Any other business not reasonably foreseen 48 hours in advance of meeting**
  - a. Meeting with Amy, Lynn and Sarah regarding financing.
    - i. Lynn will connect with our new representative from Unibank
    - ii. She needs 30 days advance warning for borrowing.
  - b. Town Administrator meeting update

Next meeting: Monday, August 26, 2019

Meeting adjourned 8:05