

## **CHARLEMONT BROADBAND COMMITTEE**

### **Virtual Meeting**

**Monday, March 23 at 6:00 pm**

**ATTENDING: Bob Handsaker, Doug White, Cheryl Handsaker, Trevor Mackie**

**MISSING: Mary Ellen Banks, Ken Hall, Bill Tucci**

#### **1. Approve Minutes and Meeting Notes from 3/9/2020**

- a. **ACTION TAKEN:** Approved minutes unanimously: Bob-yes, Doug-yes, Trevor-yes, Cheryl-yes

#### **2. Approve Minutes and Meeting Notes from 3/16/2020**

- a. **ACTION TAKEN:** Approved minutes unanimously: Bob-yes, Doug-yes, Trevor-yes, Cheryl-yes

#### **3. Additional Funding**

- a. Grant application has been submitted.

#### **4. Town Report**

- a. Final report was approved unanimously: Bob-yes, Doug-yes, Trevor-yes, Cheryl-yes

#### **5. Status of NEE**

- a. Update on Construction Progress
  - i. Nothing has been updated. Town hall access? March 31 deadline?
    - 1. Bob has reached out to Obear and has not heard back
    - 2. Obear can continue to work in the basement
      - a. Construction seems to be covered as exempt.

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

- a. Make-ready progress
  - i. Make-ready is still in progress. Moving wires along the poles is in progress
  - ii. National Grid is preparing us for "licensing"
- b. Railroads
  - i. Long Bridge
    - 1. Osmose will ensure National Grid has the additional pole included.
    - 2. Mike Twidle was on vacation, Bob will follow up.
- c. Make ready path prep
  - i. Contract procurement is at 1.25% through WG&E.
  - ii. West Hawley Road residence
    - 1. Chris is giving us an estimate at no charge for the design.

#### **7. Status of Distribution Network**

- a. Status of the distribution network construction procurement

- i. Procurement Package
  - 1. Design
  - 2. Return from PVC, WG&E in review and will have it to review by tomorrow.
- b. Ledge Lane
  - i. Conduit is at Trevor's , contract installation as a part of the distribution network.
- c. Tower Road
  - i. IGA is in progress on Tower Rd.
  - ii. Warner Hill Rd., Hawk Hill Rd/ Deer Run, Heath Stage Terrace can be put out to bid through WG&E.
    - 1. Rolled product is OK on Hawk Hill, already assumed for Warner Hill. Rolled product with plowed installation. Perhaps pressure testing the conduit? Post installation testing of some kind, perhaps handhold to handhold.
- d. Status of edge cases
  - i. Heath
    - 1. Heath is complete
    - 2. Bosoleil communication
  - ii. Rowe
    - 1. No action taken.

## 8. Project Schedule Update

- a. Project plan review
  - i. Distribution Network - Opening Friday, Bob and Trevor will attend.
    - 1. WG&E will give a recommendation on the most qualified bidder.
    - 2. Bob had reached out to some of the other towns to see who was selected.
  - ii. Rowe IGA - Bob will follow up.
  - iii. Long Bridge
    - 1. Work with Pan Am.
  - iv. ISP Selection
    - 1. Deferred.

## 9. Project Finance Update

- a. Payments/ Income of Broadband project
  - i. Agenda for Operational Accounting
    - 1. Deborah Waggoner and Amy Wales had a call regarding accounting solutions. Any will do some research on this.

- a. Enterprise Fund
    - i. Five towns use this
    - ii. DOR will help with this
    - iii. Town audit will cover this
    - iv. Two warrant articles
      - 1. Create an Enterprise Fund
      - 2. Set the budget each year
    - v. Retained earnings stay with the fund
    - vi. Separate stabilization can be created
    - vii. Construction debt can be paid from this fund
    - viii. Can't fund the enterprise funds from the construction budget.
  - b. MLP accounting
    - i. Seven towns use this (5 are Wired West)
    - ii. Separate audit required
    - iii. Is this required by WiredWest?
  - c. General Fund Accounting
    - i. Commingled with town funds
    - ii. Allowed without special legislation
    - iii. Not recommended.
- 2. April 4, joint FinCom/ Selectboard Meeting decide accounting by this date.
  - 3. Can we change once we choose one?
  - 4. Timeline, do we need an ISP before we move forward?

## **10. Communication Notes**

- a. Workshop planning?
  - i. No update
- b. Wired West communications with folks without provided email contact information
  - i. No update

**Next meeting March 30, 2020 @ 6PM via conference call**

Meeting adjourned 7:15pm