

CHARLEMONT BROADBAND COMMITTEE

Monday, March 30 at 6:00 pm

Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 23, 2020 imposing strict limitation on the number of people that may gather in one place, together with the present closure of the Town Hall, this meeting will be conducted via telephone conference call.

+1 470-273-8514 PIN: 942764031#

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access and participate in the proceedings via this conference call.

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

MISSING: Ken Hall, Bill Tucci

1. Approve Minutes and Meeting Notes from 3/23/2020

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

2. Status of NEE

- a. Update on Construction Progress**
i. Doug will follow up with Obear.

3. Status of Make-Ready

- a. Status of utility applications**
b. Town Hall Exterior
c. Railroads
i. Long Bridge
1. Select Board: Go with the private way
2. Engineering approval for the "lowest wire"
a. Bob has reached out to Amy Sullivan - how do we move forward for engineering plan?
b. Are they moving Verizon during make-ready - pole 2 - existing telephone moves to 30.8"?
c. WG&E is working on the missing pole.
d. Take the draft contract and give Kathy the insurance information to the Railroad in order to determine the cost of the insurance over the track.
ii. Tower Road

1. IGA WG&E
- iii. South River Road
- iv. West Hawley Road residence

4. Status of Distribution Network

- a. Status of the distribution network construction procurement
 - i. Discussion of Bids - waiting on recommendations for the Select Board from WG&E. Do we want to discuss with the Select Board next action?
 1. Given what we have seen, there is no reason to reject the lowest bidder.
Waiting on WG&E assessment.
 - a. Check for town liability for prevailing wage compliance
 - b. Check references with other towns to see if Shutebury was a one-off.
- b. Path preparation
 - i. This has slipped one week due to the Pandemic. Chris LaVertu. Cheryl will follow up tomorrow with Chris L.
 - ii. We need to be able to review designs and SOW - example rolled conduit? Plowed install? Culverts? Highway Dept check in? Trench type?
 - iii. Liability insurance 1 million/ 3 million for insurance requirements.- Bob will write to Kathy/ Sarah to confirm insurance requirements. State requires 1 million/ 2 million.
 - iv. Decisions about the design criteria for the three underground conduit projects:
 1. All
 - a. Rolled or rigid product is OK across all three projects
 - b. We want sand bedding if open trenching is used.
 - c. Trenching or plowed installation is OK across all three projects.
 - d. If we leave it up to the contractor, they need to tell us the installation method and the material.
 - e. Warning tape required.
 - f. Minimum depth 24"
 2. Heath Stage Terrace
 - a. Conduit sizes for Heath Stage Terrace:
 - i. Main run up side of the road, 8-cell, crossing to pedestal is 4-cell.
 3. Hawk Hill Rd.
 4. Warner Hill Rd.

- a. Culverts - Specify that the contractor needs to be careful near culverts, hand-dig as needed. WG&E should inspect all culvert crossings prior to covering up.
- b. Bob will send bid specs to Gordon Hathaway.
- c. Status of edge cases
 - i. Rowe

5. Project Schedule Update

- a. Project plan review

6. Project Finance Update

- a. Payments/ Income of Broadband project
 - i. Bob is working on a budget for the Enterprise Fund for next year.
- b. Status of additional funding sources
 - i. RBDG applications close March 31.
- c. Operational Accounting Method
 - i. MLP Accounting is not required to join WiredWest if we choose to do so.
 - ii. Is it possible to change after the initial choice?
 - 1. Enterprise und can be dissolved after 3 years
 - iii. Functional differences with MLP accounting and Enterprise Fund accounting
 - 1. Who is in charge of setting rates and key decisions of the enterprise for Enterprise Fund.
 - 2. Enterprise is separate from town monies.
 - 3. We can pay debt from Enterprise Fund.
 - 4. DLS will help us with Enterprise Fund Accounting
- d. Charlemont Fiber Fund
 - i. Trevor & Cheryl will work together to dissolve fiber fund.

7. Communication Notes

- a. Workshop planning?
- b. Wired West communications with folks without provided email contact information

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

Next Meeting, Monday, April 6, 6 PM

Adjourned 8:15pm