

CHARLEMONT BROADBAND COMMITTEE

Monday, May 4, 2020

Meeting conducted via conference call

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

MISSING: Ken Hall, Bill Tucci

1. Approve Minutes and Meeting Notes from 4/27/2020

a. ACTION TAKEN: Minutes approved

- i. **Trevor - yes, Mary Ellen - yes, Doug- yes, Cheryl - yes, Bob - yes**

2. Status of NEE

a. Update on Construction Progress

- i. Mini- split installation has begun.

3. Status of Make-Ready

a. Railroads

i. Long Bridge

1. Status of Long Bridge final design - Osmose completed a design for the Long Bridge in April, waiting on National Grid to approve.
2. Bob will follow-up with Osmose regarding the status of the design

ii. Tower Road

1. Status of the WG&E IGA for pole placements
 - a. No update

iii. West Hawley Road residence

1. No update.

b. Status of utility applications

- i. No change.

c. Town Hall Exterior

- i. ACTION TAKEN: Vote to approve the Danek Punch list as outlined below.

Trevor - yes, Mary Ellen - yes, Doug- yes, Cheryl - yes, Bob - yes

1. Restore driveway trench area with 4" of compacted stone dust. There are a couple of potholes over the trench.

2. Patch the sidewalk with Hot Mix Asphalt over 6-8" of compacted gravel.
 3. Lawn trench areas – remove all stones from over trench and from adjacent lawn. Remove the top layer of trench material and replace with loam flush with surrounding ground, then plant grass seed.
 4. Vault – vault should not stick up above ground to prevent future damage from mowers and other activity. Bring in additional material to raise up area around vault, then bring in loam on the surface flush with vault cover, then plant grass seed. Grade should be level for 2-3 feet adjacent to vault, then gradually slope down meet existing ground being mindful of the drainage facing the town hall.
- ii. Ask the Selectboard to weigh in on this action.

4. Status of Distribution Network

a. Path preparation status

- i. Heath Stage Terrace
- ii. Hawk Hill Rd.
- iii. Warner Hill Rd.
- iv. Pre-bid meeting on May 8, bid opening on May 22
- v. Meeting with Gordon and Sarah based on language that Doug has provided.
Suggested Doug and Gordon should be in touch.
 1. Drawing and note for the trench installation - note says contractor should maintain 24" of cover if possible - mandatory cover not optional unless a waiver is given.
 2. Metallic warning tape should be at least minimum of 12" above the conduit. WG&E sketch says 12" below the surface and should be changed.
 3. Trench conduit might require a concrete cap if it was shallow. We would not approve anything shallower than 24". If ledge work, require at least 4" below.
 4. Read through attachment D and confirm this as the way forward.
 5. Language was added for the payment repair and the culvert underneath.
 6. Using innerduct/ microduct in different areas.
- vi. Gordon will do some interim inspections as time allows, WG&E will inspect twice a week.
- vii. Members should review the specifications.
- viii. Pre-bid meeting

1. Make sure all drawings are available for review.

2. Trevor, Doug and Bob will be attending.

- ix. Wrangle potential bidders

1. Invite JS Rae

2. Hillman and Danek have been provided to WG&E.

3. Send email to Heath Stage Terrace/ Hawk Hill Rd residence.

- b. Status of edge cases

- i. Rowe IRUs

1. KP Law represents Rowe now so Rowe will need to provide permission.

2. We expect

5. **ISP Discussion**

- a. Bob to write up a list of actions for WG&E for the ISP / NO question.

6. **Project Schedule Update**

- a. Project plan review

7. **Project Finance Update**

- a. Enterprise Fund recommendation to the Select Board and Finance Committee

- b. Bob is preparing the operational budget with Amy Wales of the Finance Committee.

- c. Warrant articles are being prepared to create the Enterprise Fund.

- d. Budget article is also being prepared for the Town Meeting.

- i. Update on insurance costs - no update available at this time.

- e. PPR report was distributed today. Currently showing a savings. Committee to review in more detail.

- f. Status of additional funding sources

- i. Exploring additional COVID-19 related funding.

8. **Communication Notes**

- a. Wired West closure plan

- i. Explained the WireWest plan for returning remaining pre-subscriptions.

- b. Update on the hotspot

- i. Been in touch with Suzor, IT contractor for the school. No calls returned or other items.

ii. Communicate with WG&E about vendor for the school.

9. Next Meeting: Monday, May 11 @ 6PM

Adjourned 7:19pm