

## **CHARLEMONT BROADBAND COMMITTEE PUBLIC MEETING**

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

**MISSING: Ken Hall**

### **1. Official Welcome Valentine**

- a. Welcomed Val officially to the committee

### **2. Approve Minutes and Meeting Notes from 8/31/2020**

- a. Minutes approved
  - i. Trevor - yes, Cheryl-yes, Bob-yes, Doug - yes, Valentine - yes, Mary Ellen - joined late

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

- a. General
  - i. Four Verizon applications are complete.
  - ii. Depending on the locations that have been completed with Verizon, we can look at an incremental FSA build-out.
  - iii. We received a bill from KCST/Axia for police details. Bill Ennen will check as to whether this is a Charlemont Broadband expense or DoT traffic calming.
- b. Long Bridge
  - i. No update.
- c. Tower Road
  - i. Poles are not yet approved by WG&E
  - ii. Tree-trimming
    - 1. General Procurement

**M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES**

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000
<b>Procurement Procedure</b>	Sound business practices.	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service.	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).
<b>Notice/Advertising Requirements</b>	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS.  If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
<b>Award contract to:</b>	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible and responsive bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
<b>Written Contract Required</b>	No. Keep written records as a best practice.	Yes.	Yes.
<b>Maximum Contract Term</b>	Three years, unless majority vote authorizes longer.		
<b>OSD Option</b>	Yes.		

<https://www.mass.gov/doc/charts-on-procurement-procedures-effective-june-15-2018-docx/download>

<https://www.mass.gov/files/documents/2016/11/qw/30bmanl.pdf>

- a. Val will follow up to confirm
  - i. We're doing aerial work and we have contracts back, we want to confirm we're using the final chart on the website and that our contractor doesn't need OSHA and Prevailing Wages. Ask to get written confirmation for record
  - ii. Ask what our insurance requirement is for town work
2. Estimate for the work received from Niles Tree Service.
  - a. Trevor will touch base on no excavation
  - b. Experience working on the public way, keep road open, proper signage
  - c. Can it be done this fall?
3. Estimate received from Lanoe Tree Service
  - a. Bob will circle back with Woody Lanoe regarding prevailing wage
4. FRCOG has a contract with all the towns but Charlemont is not one of these towns.
  - a. FRCOG could piggy-back our work onto the contract for Northern Construction.
  - b. Andrea Wood could check on this for free.
- d. Warner Hill Rd.
  - i. Pole hearing is tonight during the Select Board
  - ii. Easements required?
    1. List from Highway Dept for each road

2. No legal survey width not found
3. Described as 'unmonumented'
- iii. Committee determined the easement would be most conservative
  1. Doug will do a sketch and document for the current survey.
  2. Use an assumed town layout - easement for the anchor only
  3. 10' easement to allow for working area
  4. Quick review by attorney
  5. ACTION TAKEN: Move to procure the easements to move forward on Warner Hill Rd.
  6. Trevor - yes, Cheryl-yes, Bob-yes, Doug - yes, Valentine - yes, Mary Ellen - yes
- iv. Charlemont will negotiate the change order amount with Danek Excavation for the pole installation.
- e. West Hawley Road residence
  - i. No update
- f. Town Hall Exterior
  - i. Status of the generator
    1. Trevor follow up but there has been no returned call.
- g. Heath Stage Terrace
  - i. Gordon will go up to inspect the work this week.
  - ii. WG&E has done the final inspection
- h. Hawk Hill Rd
  - i. No update

Meeting adjourned 6:58 PM to join the Select Board meeting