

CHARLEMONT BROADBAND COMMITTEE

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

MISSING: Ken Hall

1. Approve Minutes and Meeting Notes from 10/26/2020

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

2. Status of Make-Ready

- a. General
 - i. Verizon 5301 is returned, no longer held up by traffic calming! Two applications are not yet returned. Verizon crews were up on Legate Hill today, so maybe we are closer.
- b. Railroads
 - i. Pan Am will send TriWire a contract as the next action.
- c. Tower Road
 - i. Tree trimming is complete.
 - ii. Project is complete at this time.
 - iii. Review plan for crossing the tracks with TriWire and WG&E
 - iv. No response on the pole licensing application - check this for licensing.
 - 1. Trevor will follow up to check on this
 - v. Trevor will follow up Niles Tree Service invoice.
- d. West Hawley Road residence
 - i. Design engineer has been in touch.
- e. Town Hall Exterior
 - i. Danek Excavation is scheduled to come by the town hall in the next couple weeks.
- f. Town Hall Generator
 - i. Dennis had his contractor look at the work and was getting a quote. No conduit has been run yet.
- g. Hawk Hill Rd
 - i. They are not planning to do the Hawk Hill Rd project this winter, next actions on this will likely be spring. Still in environmental review and ConComm meeting is the next step.
- h. Warner Hill Rd.
 - i. Burke Electric has not shown up yet, although they have not come up at all.
 - ii. Bob spoke with Gordon about the dirt pile on Warner Hill. Doug suggests that we sometimes can pour a concrete envelope around it.
 - iii. Ledge is 'very hard'.

- iv. Proscribed plan not being followed?. Unforeseen condition was not reported?
Suggested we ask WG&E to remediate the issue.

3. **ISP Contact**

- a. Bob has spoken with legal counsel and explained our goals with the review. Expects a response today.
- b. Good idea to get an email discussing the agreement to amend the contract in the next version.
- c. If approved for signing, include a letter with the contract. Bullet pointed list of changes should be included.

4. **Drops**

- a. Update on one-page document
 - i. No update.
- b. Change the Drop Policy to remove the specified number of connected phones.
 - i. **ACTION TAKEN:** Trevor - yes, Cheryl-yes, Bob-yes, Doug - yes, Valentine - yes, Mary Ellen - yes

5. **Hub Electronics**

- a. Bob has reviewed the BOMs to move from the 75% BOM to the 100% BOM. Difference is \$25,000.
- b. No contingency is built into the budget for this Hub Electronics but there are additional funds if we go above a 70% take rate.
- c. Committee was fine with proceeding with 100% BOM as agreed at last meeting.

6. **Presubscription Prep**

- a. Determine cost for phone only drop
- b. Phone only costs will be discussed by a small group to make a recommendation.
Thursday 6pm

7. **Project Finance Update**

- a. 2021 budget update
 - i. State House note will close Nov 10.
- b. Status of additional funding sources
 - i. Non-governmental sources
 - 1. No update
 - ii. CARES Act Funding
 - 1. Will be filed
 - iii. RBDG Grant
 - 1. First Quarter Report has been filed

8. **Project Schedule Update**

9. **Communication Notes**

- a. Plan for State of Broadband Notes

- i. Go live on Thursday PM
 - ii. Print 20 copies
 - iii. Put the document on CharlemontConnect and Town website.
 - iv. Create a downloadable PDF
- b. Reproduce warrant articles for Broadband

Next Monday, November 9 @ 6PM