

## **CHARLEMONT BROADBAND COMMITTEE**

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

**MISSING: Ken Hall**

### **1. Approve Minutes and Meeting Notes from 11/16/2020**

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

### **2. ISP Contract**

- a. Update on contract
  - i. Contract was approved and signed by Select Board.

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

- a. General
  - i. WGE rideout will likely be first week of December (Tom Broderick)
  - ii. Utility rideout schedule is uncertain (Skorupski and Amelin). Bob will track.
  - iii. MBI network move (last 11 poles) should be completed on Tuesday.
- b. Application #5318
  - i. Town will reissue check. Bob will follow up on mailing new check. Bob will watch for returned check from Verizon and handle as needed.
- c. Railroads
  - i. Tower Road
    - 1. Tracking WGE progress on identify/fixing any needed guy changes (Broderick)
  - ii. Long Bridge
    - 1. WGE will arrange for installation of back guys (Broderick)
- d. West Hawley Road residence
  - i. Bob: I think we need to reach out to the homeowner and find out if they want service during the build out next year. This will streamline our action items going forward.
  - ii. Reach out to homeowner to see whether we want to serve them. Doug will take this one on.
  - iii. Trevor indicated that it would be a few thousand dollars to install the transformer.
- e. Town Hall Exterior
  - i. Danek did grading, filled potholes in driveway, still has to do asphalt work on sidewalk.
  - ii. Danek still has to do seeding?
    - 1. Seeding is complete.

- iii. Are we happy with the grading?
  - 1. Some concerns about the grading with possible water issues and he completed this work. Doug may swing by to check with the water coming off the roof.
  
- f. Town Hall Generator
  - i. Generator conduit install is being worked on.
- g. Hawk Hill Rd.
  - i. National Grid ConCom hearing is scheduled for December 2.
- h. Warner Hill Rd.
  - i. WGE approved Danek work.
  - ii. Danek needs to finish pull tape and seeding.
  - iii. Easements are ready for recording. Bob to follow up on recording of easements and \$1 payments to easement grantors.
- i. South River Road
  - i. Trevor reaching out to Niles Tree Service to get quote for tree trimming.
  - ii. Bob/Trevor spoke with Bill Ennen and this expense should be allowable make-ready.
- j. Pole replacement at town hall?
  - i. Replacement or at least guying of pole next to driveway is needed.
  - ii. Tom Broderick wants to come back for second look.
  - iii. Bob to get plans to Broderick showing town property boundary.
  - iv. We need to communicate any proposals to town stakeholders.
  - v. Bollard possible if guy wire is near driveway.
  - vi. What are our next steps?
    - 1. Doug checked if there might be easement issues and confirmed it was on town property
    - 2. Reach out to Highway Dept. about plowing near that area.
    - 3. Conformed we'd like to add the guy

#### **4. Distribution Network**

- a. Contracts
  - i. Waiting for draft of Phase 5 letter from WGE.
- b. Design review
  - i. Bob and Trevor working on review of all design changes.
  - ii. For Hawk Hill Road, Bob and Trevor are reviewing design from WGE to determine where drop risers will likely go and to get the MST locations correct.
- c. Railroad crossings
  - i. Bob will follow up on Triwire progress with PanAm scheduling (flaggers).
  - ii. Issue about whether the conduit across the tracks is included in distribution network bid or not. Bob to follow up on contract language, emails, bidder conference recording.

- iii. Bob has followed up with WG&E to get the recording of the pre-bid conference to see if this was discussed.
    - iv. Money savings should found at Hawk Hill
  - d. Staging area
    - i. Fairgrounds is preferred location. We need to reach out to Parks and Rec to seek permissions for (a) outdoor storage of reels and (b) indoor storage of MSTs.
    - ii. Trevor will follow up with Parks & Rec to see if this location can be used.
    - iii. Doug is concerned about storing the equipment because it might seem to make sure we are 'taking possession'.
    - iv. Connect Parks & Rec with the contractors.
  - e. Schedule
    - i. WGE will start working on a FSA build order and schedule. Discussed starting with two backbone fibers west of town followed by FSA01/FSA02.
    - ii. We should check with Bedard about traffic calming schedule.
      - 1. Traffic calming is expected to be shut-down very soon and we hope to build out the backbone of the Distribution Network through Rt. 2. Center of town.
      - 2. Doug will follow up John Bedard regarding traffic calming.
    - iii. It would be helpful if we generated a list of dirt roads for WGE (or roads with potential closures during mud season).
      - 1. List of dirt road roads in town, areas between pole locations
      - 2. Val will drive down random roads
      - 3. Cheryl will create a list of all the roads from PPR
        - a. Dirt, Paved, Mixed (description)

## 5. Hub Electronics

- a. Status and update
  - i. IGA/BOM for active electronics was approved by WGE and town.
  - ii. WGE will schedule Todd to work on racks (passive and active) for after December 7.
  - iii. Grant status

## 6. Subscription Campaign

- a. Cheryl had a call with WG&E regarding our initial questions. The notes are available here:

[https://docs.google.com/document/d/1mpVMeQnJszDu8vUE\\_oUKGN4ipx-hdWp2fokP4vNXck8/edit?usp=sharing](https://docs.google.com/document/d/1mpVMeQnJszDu8vUE_oUKGN4ipx-hdWp2fokP4vNXck8/edit?usp=sharing)

- b. **Complete the Onboarding form together.** Please review the document and the comments here:

[https://drive.google.com/file/d/1cBb7Ny2UM15wZmfvHmXQ9i15MEP\\_j3LN/view?usp=sharing](https://drive.google.com/file/d/1cBb7Ny2UM15wZmfvHmXQ9i15MEP_j3LN/view?usp=sharing)

Notes on our discussion:

We agreed to charge custom installation charges at our cost.

**7. Project Finance Update**

- a. 2021 budget update
  - i. No update.
- b. Status of additional funding sources
  - i. RBDG Grant
  - ii. CC IT

**8. Project Schedule Update**

- a. Still tracking early according to the schedule.

**9. Communication Notes**

- a. Mary Ellen will draft TV article for Charlemont Connect

Adjourned 8:50 pm