

CHARLEMONT BROADBAND COMMITTEE

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

MISSING: Ken Hall

1. Approve Minutes and Meeting Notes from 12/14/2020

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

2. Status of Make-Ready

- a. General
- i. National Grid rideout is completed, although no formal validation.
 1. Some concerns about MBI in town
 2. One additional pole needs to be replaced and there were some sag issues.
 - ii. No utility call due to the snow storm. Nothing until the new year.
 - iii. WG&E has started the ride-out. Much more thorough and they hope to finish this week.
- b. Railroads
- i. WG&E is working on the guy wires at the railroad.
 - ii. Railroads and town hall are definitely make-ready according to WG&E
- c. West Hawley Road residence
- i. Doug Norton of Access Plus has been contracted.
 1. Antenna should be on the house, Direct line of sight can get a Gb, with vegetation might be 200-300Mb. Town owned pole might be a good decision depending on needs.
 2. Mentioned a ballpark of \$4000-\$5000. He will ask a local engineer to look at the design.
 - ii. Greenfield GreenLight is considering giving us a quote.
 - iii. Circle back with Chris Gray to see if he is available.
- d. Town Hall Exterior
- i. Foundation adding fill where settling occurred was completed.
 - ii. Asphalt will be done once the snow melts.
- e. Town Hall Generator
- i. Looked awful. Trevor manually corrected one of the locations.
 - ii. Dennis Annear will fix the hole that are mistakes. Existing 2" conduit will be above the rack. The other 2" conduit can be downsized to a 1" conduit and running these out near.
 - iii. Bob will send Trevor the color of the wall paint in the conduit.
- f. Hawk Hill Rd
- i. ConCom approved the installation of the utility poles.

- g. Warner Hill Rd.
 - i. Invoice from Danek Excavating has been received
 - ii. Submitted a check request for payment
 - iii. As built drawings have been delivered.
 - 1. WG&E should update this to relocate the vaults. Should be accurate for the locations of vaults and culverts.
 - 2. Make sure the path of the conduit is accurately shown
 - 3. Doug will update the drawings to reflect the accurate location.
 - 4. Should we invest in fiber witness markers? Yes, we can order these and put these in ourselves.
 - a. Perhaps mark the vaults and road crossings
 - b. Consider fiber markings on Heath Stage Terrace?
 - i. Needed given we have pedestals?
 - ii. Perhaps put one on the end of the road
 - c. Consider marking Ledge Lane?
 - i. Would be a good idea to mark this location
 - 5. Was the tape pulled through? Yes.
- h. South River Rd.
 - i. Tree trimming needed. Estimate from Niles for the work. Scheduled for January 13-16th, if more is needed the week of the 25th. All bucket work.
 - ii. 1-2M insurance could be an issue. Collecting information for us. Trevor and Bob have written a request to be presented to the Select Board at the next meeting.

3. Distribution Network

- a. Railroad cost dispute - who is responsible for the flagging?
 - i. Timeline can shift according to WG&E
 - ii. Proposal
 - 1. TriWire will pay for labor but not flaggers
 - 2. Charlemont would be required to pay for \$4000 for items.
 - 3. Written agreement should be executed.
 - 4. WG&E conversation should offer them an opportunity to make this right.
 - iii. **ACTION TAKEN:** Move forward with the proposal of Charlemont paying \$4000 plus one day only of flagging, obtain the agreement in writing, and for TriWire to pay any remaining costs.
 - 1. Val - yes, Trevor - yes, Mary Ellen- yes, Doug - yes, Cheryl - yes, Bob-yes
- b. Fairground as Staging area
 - i. Trevor has confirmed that TriWire and the Park & Rec representatives are in conversation.
- c. Distribution Network BOM
 - i. Coming in lower for the items

- ii. Insurance coverage for the BOM after delivery and before go live. Who is responsible for the equipment before it is installed? Who is taking possession of the equipment? Town or TriWire.
- d. FSA scheduling
 - i. Trying to avoid the trainwreck of March/ April. Why can't we get started now? We need to take action.
 - ii. Can we get State money to accelerate the timeline? Bob will discuss.

4. Hub Electronics

- a. Passive electronics
 - i. Still incomplete WG&E has not been back into the building.
- b. Active Electronics have not received an invoice

5. Drops

- a. Contract
 - i. Scheduled for the Select Board approval on the January 4 call.
- b. ConCom
 - i. Bob attended the meeting on Weds. Charlemont is asking us to do the same approach as the town of Rowe.
 - ii. Bob has been in contact with WG&E about this approach
 - iii. Bob sent the PPR report to Carlene. Will be discussed at the next meeting, perhaps we will be required to file and RDA.
 - iv. Allows for intervention on the drops
- c. Road Address Corrections
 - i. https://drive.google.com/file/d/1cpSzoQ6BZp-r9nuaDw_V7bUa2pqF5l4D/view?usp=sharing

6. Subscription Campaign

- a. Website corrections have been sent to WG&E
- b. Next action on the banners? Trevor will follow-up.
- c. Next action: source files for marketing materials.
- d. Education around the electronic payment.
- e. Bob has met with Lynn to set up the stripe account

7. Project Finance Update

- a. Stripe Account and reconciliation process
- b. Process - Broadband committee sets the schedule, brings it before the Finance Committee and roll it into the town budget for the first ream budget.

8. Project Schedule Update

- a. Project plan update

9. Communication Notes

- a. Responding to inquiries

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

Next meeting, December 28, 2020 @ 6PM

Meeting adjourned 8:25