

## 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 1/11/2021**

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

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

- a. General
- i. TriWire, Bob, and Trevor did a walk-through the traffic calming area and identified any poles that are not ready for distribution network.
  - ii. WG&E will review on-site tomorrow.
  - iii. Goal is to get started on February 1 if all remediation can be completed.
  - iv. Kick-off on 1/29, materials delivered on 1/26
- b. Railroads
- i. Email agreement for the additional \$4000 + 1 day of flagging only.
- c. West Hawley Road residence
- i. Pricing is promised from Chris Gray
  - ii. Access Plus has given us a preliminary proposal that could get 1 GB for a cost of \$5000 + metered power on the pole.
    1. NEXT ACTIONS:
      - a. Specs from D. Norton regarding the antenna, size and space needed for the attachment.
      - b. Recommendations for placement location of the antenna
      - c. Reach out to the homeowner once this information is known.
    - iii. GSET is also in discussion for providing a design and quote.
- d. Town Hall Exterior
- i. No update
- e. Town Hall Generator
- i. No update.
  - ii. Follow up with payment for Trevor for materials.
- f. Hawk Hill Rd
- i. No update.
- g. Warner Hill Rd.
- i. Doug has purchased the decals for marking the fiber path.
  - ii. Cheryl will put a notebook binder in the machine room.
  - iii. Plan for off-site storage
- h. South River Rd.

- i. Tree trimming has started. Niles will be back on Weds/ Thurs to complete the work.

### 3. **Distribution Network**

#### a. General Updates

- i. All parties are focused on moving ahead together.
- ii. Parks & Rec is on board. A letter or other document with the details will be helpful. Parks & Rec are meeting tonight and will call Bob once this is complete.
- iii. TriWire has been in touch with the Police Dept. regarding police details.
- iv. There may be an additional splice on the east side because of the easement.
- v. Work on the Tower Rd. Bridge has begun. Temporary utility relocation will be a part of the project and we should reach out in a couple of week. At least a 1 year project. We did include slack for this fiber area.
- vi. Hold an Information Session on Feb 2 for helping folks know what to expect? No, this is too early.
  - 1. FSA information
  - 2. FSA by FSA Schedule
  - 3. Drop Policy review
  - 4. Have notice on main website driving them to Charlemont Connect
  - 5. Have a resource section about the schedule, more detailed schedule will be forthcoming
  - 6. Walk the line to see if the taps can be relocated? Trevor will walk the road to see if this can be relocated.

#### b. Address discrepancies from Assessors data

- i. Trevor and Bob reviewed the dropped corrections with WG&E today. For most of the items WG&E will make changes in the design.
  - 1. 42 Thunder Mountain Rd, supplemental pole application needed.
  - 2. More research needed for some new construction, such as the two new solar sites. MST to the side of the road. Trevor will reach out to the owners of these sites to understand the needs.
  - 3. Only the CRM system will have the address changes. Cheryl will follow up with WG&E to make these changes.

#### c. Dirt Roads

- i. No update.

### 4. **Hub Electronics**

- a. Todd was supposed to be back on Thursday and he had not been there yet.
- b. USDA grant for active electronics has been requested.

### 5. **Drops**

- a. Contract
  - i. Signed and complete.
- b. ConCom
  - i. Ask the WG&E regarding getting ArcGIS. ConCom is meeting this week and they are holding a spot in the agenda for this conversation until it is complete.
    - 1. Bob suggests making the connection with the ConCom and let them know the ArcGIS is not available yet from WG&E.
    - 2. ConCom will review and notify us of areas of concern. These will be flagged in the CRM system and your drop cannot be complete until this cleared.

## 6. **Subscription Campaign**

- a. Marketing plan is in development.

## 7. **Project Finance Update**

- a. Meeting with UNiBank: they recommended borrowing from the town stabilization until we need to issue a State House note in early May prior to town meeting. Town Treasurer accepted this recommendation. We will monitor through the spring in case the situation changes.
- b. Stripe account has not yet been created, Lynn should get to it soon.
- c. Bob is working on bank balance reconciliation for grant documentation.

## 8. **Project Schedule Update**

- a. We will look forward to an FSA level schedule from WG&E.

## 9. **Communication Notes**

- a. Schedule and daily/ weekly updates on a dedicated page on Charlemont Connect.
- b. Drive people to Charlemont Connect from the town website.
- c. Look up tool will tell people which FSA they are in. Create a road list by FSA and make that available.

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

- a. WiredWest - Trevor will follow up with them to see how many people.
- b. BOMB Meeting - is there help that the Town Administrator can provide?
  - i. Trevor's material costs
  - ii. Generator
  - iii. Municipal network configuration and existing wireless link

Next meeting Monday, January 25 @ 6PM.

Meeting adjourned 7:35pm