

CHARLEMONT BROADBAND COMMITTEE

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

1. Approve Minutes and Meeting Notes from 2/8/2021

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

2. Status of Make-Ready

- a. General
 - i. No update.
- b. Railroads
 - i. No update.
- c. West Hawley Road residence
 - i. Phone call with AccessPlus and WG&E to clarify next actions and division of labor.
 - ii. Install the ONT in the hub and run a fiber from there.
 - iii. Bob will reconvene the conversation this week.
 - iv. Wait on the numbers to take the next actions.
- d. Thunder Mountain Lane residence
 - i. In process. WG&E amended the application to include Woodland Park and also this property.
- e. Town Hall Exterior
 - i. Sidewalk guy has been put in.
 - ii. Concern that the strand was not correctly installed but Bob connected with TriWire to confirm proper installation.
 - iii. Bulkhead shovelling. Discussed access for the bulkhead with the BOMB and has followed up with the Town Administrator.
- f. Town Hall Generator
 - i. No update.
- g. Hawk Hill Rd
 - i. No update
- h. Warner Hill Rd.
 - i. No update.

3. Distribution Network

- a. General
 - i. Making good progress! Strand is complete through the traffic calming area. Fiber and MSTs are going up.
 - ii. Spool of fiber is hanging on the pole.
 - iii. Mule tape is across the river.
 - iv. TriWire wanted to ask if the town would clear the sidewalk adjacent to the pole going across the river. Town Administrator will discuss this with the Highway Dept.
- b. Address Discrepancies
 - i. Cheryl worked with WGE and WGE said these have been corrected in the CRM system. Should be checked in the CRM system. Cheryl will do an audit of the CRM data vs. the PPR report.

Dirt Roads update

- ii. No update.

4. **Hub Electronics**

- a. WG&E is expected back Weds.
 - i. Trevor will clear the bulkhead.

5. **Drops**

- a. ConCom update
 - i. Bob discussed with ConCom and they are able to open the file.
 - ii. Bob will prepare the RDA this week.
- b. Planning Board update
 - i. Bob connected with Planning Board. Jonathan Mirin is drafting a new bylaw that will come to the Planning Board for review.
 - ii. Discussed alerting new home-builders about contacting the Broadband Committee to discuss this issue.
- c. Schedule for underground consultations
 - i. WG&E will discuss a realistic start schedule closer to spring.
- d. PPU/CRM audit
 - i. Cheryl is working on the audit
- e. Drops to non-permanent structures
 - i. In principal this could be done. Put the NID on the pole, with the ONT in the non-permanent structure with a fiber jumper in between.
- f. Ken will ensure that we have a house number for the CRM system.
- g. MDUs how do we get these connected?
 - i. Sign up all addresses for cold drop and if the tenant reaches out then there is a full installation.
 - ii. Cheryl will reach out to Caitrin and Laura or join the Weds at 3:30.
 - iii. Check 127 Main apt number to confirm the store is covered.

6. **Subscription Campaign**

- a. Website
 - i. Website was launched!
- b. CRM System
 - i. Permissions issues for CRM, Cheryl will monitor to get these fixed.
- c. Marketing materials
 - i. Tri-folds are in process. Sue Peterman is helping with finalizing and printing.
 - ii. Posters are up in town (Avery's and post office so far). Val will print and put up poster at Charlemont pizza. Bob will put one up at Cold River.
 - iii. Going to order the banners and lawn signs.
- d. Avery's window
 - i. Contacting WGE to try to get board to put in window along with other display items.
 - ii. Ken has said we can use the window.
- e. Information session
 - i. We will target mid-March (16th or 17th?) - 7pm; need to check with WGE on availability.

- ii. We will solicit questions in advance (as well as at the event).

7. Project Finance Update

- a. Bob updated the construction budget
- b. Bob is preparing operating budget for FY22, meeting with Amy this week to review
- c. Additional Funding
 - i. Grant rules have not been published but basic requirements have been sent.
 - ii. Val will reach out to the granting organization to see if there is a fit for our project.
 - iii. Underprivileged subsidies. Temporary update to LifeLine to go to \$50/month. Public comment is soon. Mary Ellen will send the link to everyone.

8. Project Schedule Update

- a. Traffic calming area work is going well. No update on overall schedule.

9. Communication Notes

- a. Facebook button to bring folks to the sign up page.

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

- a. Town annual report - Bob circulated a draft
- b. Fiber splicers and BGP course sent via email to team
- c. Would more money solve the splice problem?
 - i. Bob will share the splicer list on the EOHED call

Next meeting, Mon February 22 @ 6PM

Meeting adjourned 7:35PM