

CHARLEMONT BROADBAND COMMITTEE

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

1. Approve Minutes and Meeting Notes from 3/8/2021

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

2. Status of Make-Ready

- a. West Hawley Road residence
 - i. No update.
- b. Thunder Mountain Road residence
 - i. Make-ready paperwork is in, will not impact distribution network build
- c. Town Hall Exterior
 - i. No updates
- d. Town Hall Generator
 - i. No updates
- e. Hawk Hill Rd
 - i. No updates
- f. Warner Hill Rd.
 - i. No updates

3. Distribution Network

- a. All essential work in the village are
- b. Strand and fiber is in progress south of the river.

2. Hub Electronics

- a. Next action is the installation of the active electronics.
- b. Weatherization around the cabling is expected.

4. Drops

- a. ConCom update
 - i. No update.
- b. Schedule for underground consultations
 - i. No update. This is expected to start in the "spring"
- c. Review the Assessors list where it is different from the design
 - i. Several items need to be repaired in FSA 01
- d. South River Rd condos
 - i. Unified conduit to serve the unit.
 - ii. Next action TriWire to get us an estimate so that we can get the installation in place.
- e. Heath Stage Terrace
 - i. Commitment for signup but there may be confusion about whether they are signed up.

5. Commercial Pricing

- a. Met for discussion with WG&E
 - i. Next actions: Reach out to large businesses such as Berkshire East
 - ii. WG&E to schedule a follow up with engineering team

- iii. Bandwidth is not cheap, but WG&E sees this as the only solution. MPLS might give us elasticity but it is not in place today. Working toward a non-MBI solution in the future.
- iv. Events and seasonal business have the potential to swamp the network and we are unlikely to be able to buy the appropriate amount. Val & others will work with others to go through the list and classify by capacity.

6. **Subscription Campaign**

- a. Volunteer Coordination/ Outreach
 - i. Expanding the circle of advocates build word of mouth to get signups.
 - ii. Calling folks in FSA 01? Especially landlords.
 - iii. Ask if the town can target robocalls by street.
 - iv. Staff a table at the transfer station
 - v. Hawlemont families? Could we find a Hawlemont parent to promote within the school?
- b. Subscription Update
 - i. 25% hot, 11 cold drops
- c. Marketing
 - i. Lawn signs and banners in April.
- d. Information Session
 - i. Reviewed submitted questions
 - ii. Confirm changes to the slide deck
 - iii. Call to action - sign up and tell your neighbors
- e. CRM System Changes
 - i. Still over a 100 zero length

7. **Project Finance Update**

- a. Proforma budget will be sent to the Broadband Committee.
- b. Bob meets with the Finance Committee on Weds.
- c. Retained earnings to cover depreciation, enterprise fund should not have depreciation
- d. Borrowing options are being sourced - how much will we need in long term debt. 1.3 M (low take rate, no contingency, high number - full authorization, 1.4-1.5 M in the middle which is the likely financing).
- e. Interest rates are low and this is helpful for the budgeting for long term debt.
- f. Warrant articles are being reviewed and will include the proforma budget for the Enterprise Fund.

8. **Project Schedule Update**

- a. Hoping to come in ahead of schedule but the contractual agreement is still the committed schedule.

9. **Communication Notes**

- a. Alternating subscription information and build updates.

10. **Additional Items**

- a. RDOF
 - i. Fed. Gov. has awarded a HUGE amount a money to private businesses.
 - ii. State does not want to see overbuild in the state supported fiber towns.
 - iii. Bob has reached out to Sen. Hinds regarding the infrastructure money got Broadband.

b. EBB

i. No update (Lifeline for Broadband)

Meeting adjourned @ 7:15pm