

CHARLEMONT BROADBAND COMMITTEE

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

MISSING: Ken Hall

1. Approve Meeting Notes from 4/26/2021

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

2. Review Meeting Notes from informational meeting 5/3/2021

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

3. Status of Make-Ready

- a. West Hawley Road residence
 - i. Clarifying email was exchanged. WGE proposal is not complete so we cannot approach the homeowner yet.
 - ii. Email has been exchanged with the owner to explain the situation.
- b. Thunder Mountain Lane residence
 - i. Bob will check on license status.
 - ii. Licenses for the drop only.
- c. Town Hall Exterior
 - i. No update.
- d. Town Hall Generator
 - i. Sarah is waiting on additional specifications but anticipates on time completion.
- e. Hawk Hill Rd
 - i. Licenses have been submitted.
- f. Tree trimming at Shunpike
 - i. Planning on National Grid pole replacement.

4. Distribution Network

- a. Insurance update
 - i. WG&E will be providing additional information for us to move ahead.
 - ii. Do we include the drops in the network insurance? Yes.
 - iii. Do we also want to include the NIDs? Bob will ask WG&E.
- b. NJUNs / DigSafe IGA amendment
 - i. Approved by select board
- c. Police details and splicing generally Tues-Thurs

2. Hub Electronics

- a. Insurance update
 - i. Kathy has added the hub electronics in the insurance
- b. Schedule update
 - i. LocalLynx scheduled the week of the 5/17
 - ii. WG&E will be working in the hut 5/24

5. Drops

- a. Schedule for all underground consultations
 - i. On track for June 1st or before to schedule the underground installations
 - ii. Scheduling has not begun but should start soon. Bob has sent a reminder of the communication expectations.
 - iii. ConCom process has not been smooth in the initial rollout with WG&E, adjusting this as we move ahead to be more streamlined.
- b. MDUs (South River Rd condos, Heath Stage Apartments, 122 Main, Woodland Park)
 - i. South River Rd - no update
 - ii. Heath Stage Apartments - no update
 - iii. 122 Main - no update
 - iv. Woodland Park - preliminary design has been prepared. Owner has approved a conversation about how to move ahead.

6. Commercial Pricing

- a. No rush to solve this for the largest customers because this season, except perhaps the Academy at Charlemont. Look ahead to next winter to discuss.
- b. End of 2022 is the best estimate of putting in place town-to-town dark fiber connections for the network.
- c. WG&E does have the ability to look up an individual customer, if needed.
- d. Some businesses have been contacted about signing up

7. Subscription Campaign

- a. Subscription Update
 - i. 45.73% hot drops
- b. Outreach effort
 - i. EBB rolls out on the 12th.
 - ii. Plan for school and Good Neighbors distribution the week of the 17th.
 - iii. FSA 01 door hangers?
 - iv. All Board Meeting prep
 - 1. Prepare a message about the total number of signups
 - v. Election
 - 1. Noon - 7PM - staff a table at the fire station (noon-1, 4-5, 5-7)
 - 2. Better to approach as people are leaving.

vi. Signage

1. Ellie's lawn
2. Haywood/ Santos
3. Campbell
4. Town Hall
5. CFC

vii. Cheryl will drop off a couple of signs over to Doug and he will build some frames.

- c. Prep for ATM - June 12 - any prep needed?
- d. Candidates night (maybe) - end of May or early June.
- e. Data Privacy
 - i. No update
- f. Feedback - losing the opportunity for free installation from the town subsidy. We should be sure to push this with people.

8. Project Schedule Update

- a. All is on track
- b. Beta Customer ideas in FSA 01:
 - i. Ken Hall?
 - ii. Averys?
 - iii. Sarah Reynolds?
 - iv. Cathy Buntin? Mooneys?
 - v. Eli Marshall? Jim Sinclair?

9. Project Finance Update

- a. On track with State House Notes for Weds
- b. ARP money is available to the town, one chunk of money the state can distribute to cover losses from the pandemic (Local Fiscal Recovery funds?).
- c. Distributed like a block grant
- d. Charlemont is eligible for some money and we may be able to put toward broadband at \$360,000.
- e. Looking to ensure debt relief can be covered in the infrastructure package (Capital Project Fund) coming later.