

CHARLEMONT BROADBAND COMMITTEE

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

MISSING: Trevor Mackie, Ken Hall

1. Approve Meeting Notes from 2/9/2022

ACTION TAKEN: Motion by Doug, seconded by Mary Ellen.

- i. Bob - yes, Doug - yes, Mary Ellen - yes, Cheryl-yes, Val-abstain

2. Status of Make-Ready

- a. True-up update
 - i. No update, need to get things wrapped up.
- b. West Hawley Road residence
 - i. No update
- c. Town Hall Generator
 - i. Generator is in place!
 - ii. Reminded the Emergency Management that shrubbery will be need.
- d. Additional Verizon pole application status
 - i. Two additional licenses for the new relocations
- e. Mountain Rd pole relocations
 - i. ITG is cleared to attached and this area is no longer blocked.

3. Distribution Network

- a. Construction Update
 - i. FSA 04 is released for installations in parallel with the validation.
 - ii. One defective tap in FSA 04 and a couple of spare fibers need to be spliced.
 - iii. FSA 02 is remediated, retests are in progress
 - iv. Testing crews are in town, perhaps a baked goods delivery?
- b. Resiliency Update
 - i. Hardware design is coming along
 - ii. Colrain will take the lead on the community compact grant
 - iii. KP Law is STILL reviewing the cost sharing document
 - iv. We have some numbers from GCET. Timeline and pricing are being evaluated.
 - v. Final diagram has been provided for Colrain-Charlemont interconnect
- c. Hub Monitoring/ Emergency Response Update
 - i. Using Plainfield's policy for a draft response template
 - ii. Val will test the monitor outlet and try to understand the wiring

4. Drops

- a. Charges for missed installation appointment
 - i. Add this to the drop policy
 - ii. Forgive the two that have been charged to date
 - iii. Modify the FAQs to be \$200

- iv. Ask WCF to explicitly to confirm the \$200 fee for missed appointments or choosing not to move forward with the installation.
- v. ACTION : Amend the drop policy to include the language around missed appointments:
“If the customer or property owner cancels a scheduled appointment with less than 24 hours notice or does not allow the installation to proceed at the scheduled time, the customer will be assessed a \$200 missed appointment charge.”
 - 1. Bob - yes, Doug - yes, Mary Ellen - yes, Cheryl-yes, Val-yes
- vi. Ask WCF to change the FAQs to amend the to match the drop policy.

5. Commercial Pricing

- a. Cheryl will contact AAC

6. Subscription Campaign

- a. [Subscription Update](#)

7. Project Finance Update

- a. Bob gave a brief update on the draft operating budget for FY 2023

8. Internet speed optimization

- a. Performance monitoring is still in progress

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

- a. Annual Report Draft was sent to the committee for review. Bob will add an additional paragraph looking ahead to 2023.

Next meeting, Weds February 23 @ 6:30 PM

Meeting adjourned 8:30 PM