

CHARLEMONT BROADBAND COMMITTEE

**ATTENDING: Bob Handsaker, Mary Ellen Banks, Cheryl Handsaker, Doug White, Valentine Reid
(left meeting at 7PM)**

MISSING: Ken Hall, Trevor Mackie

1. Approve Meeting Notes from 5/11/2022

- a. ACTION TAKEN: Motion by Mary Ellen, seconded by Doug.
 - i. Bob - yes, Mary Ellen - yes, Val- yes, Doug - yes, Cheryl- yes

2. Valentine Reid's Resignation

- a. Val resigned from the Broadband Committee due to his successful candidacy for Select Board
- b. Standardize the warranty language draft that Val started
 - i. Update the return process for items in the various sections
 - ii. Refine the language from this document
 - iii. Cheryl will check in on the monitoring account

3. Status of Make-Ready

- a. True-up update
 - i. Has been received
- b. West Hawley Road residence
 - i. Westfield/ Access Plus will meet this week for some final design and pricing.
 - ii. Check-in with the residents to see if this is still desired under this solution.
 - iii. Doug will follow up with the applicant
 - iv. Power on the pole, what is the next action?

4. Distribution Network

- a. Construction Update
 - i. Shunpike and Ledge Lane are ongoing construction issues
 - ii. Review the design and cut sheets. See if Trevor will review.
- b. Resiliency Update
 - i. Final cost-sharing agreement has been sent via email
 - ii. Requirements are being finalized to order the equipment and primary/ secondary backhaul
 - iii. ACTION TAKEN: Motion by Doug, seconded by Mary Ellen Vote to send the cost-sharing agreement and the Crown Castle appendix for the signature of the Select Board and the MLP Manager.
 - 1. Bob - yes, Mary Ellen - yes, Doug - yes, Cheryl- yes
- c. Hub Monitoring/ Emergency Response Update
 - i. Emergency Management Plan
 - 1. Val has dropped off the document with the EMD but has not been responsive
 - 2. Incident response table emailed 4/27/22

5. Drops

- a. 60 South River Rd
 - i. Estimate has been provided
 - ii. Broadband Committee should draft a letter spelling out responsibilities for the homeowners for the fiber plant related to private property installation and send this from the MLP.
 - iii. Bob will share the underground plan with the committee
 - iv. ACTION TAKEN: Motion by Doug, seconded by Mary Ellen Vote to authorize MLP manager to proceed with a new plan for 60 S. River Rd and obtain written approval from the property owner before proceeding. Landowner will be responsible for any damage due to erosion, washout, storms, and other acts of nature along the driveway.
 1. Bob - yes, Mary Ellen - yes, Doug - yes, Cheryl- yes
- b. Customers that have signed up but not been connected, how to handle these in terms of the installation subsidy?

6. Commercial Pricing

- a. Berkshire East
 - i. Properties are going through an underground installation consultation
 - ii. Bob drove up to check the MST locations.
 - iii. We need to check in on the house number needed
- b. Mohawk Park
- c. Red Rose Motel
- d. New Wedding Venue

7. Project Finance Update

- a. Refunds for underground connections that came in under the payment.
 - i. Can some homeowners with smaller amounts receive a credit on the bill instead of a cash refund? Yes, this is a simple solution unless the customer requests this otherwise
- b. Construction finances remain unchanged

8. Subscription Campaign

- a. [Subscription Update](#)

9. Network Monitoring

- a. No update

10. Communication / Outreach

- a. Town Meeting - Bob won't be speaking to the budget
- b. ACP Outreach update
- c. Newsletter submission - topic: Drop Subsidy ending
- d. Charlemont connect topics: Each paragraph of the ATM Handout? TV?

- e. New tax mailing date
- f. Will be a tax mailing going out soon, consider a mailers
- g. Robocall related to the drop subsidy. Ask the Select Board and the BOMB.

Next meeting, June 8 @ 6:30 PM

Meeting adjourned, 8:30 PM