

CHARLEMONT BROADBAND COMMITTEE

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

MISSING: Ken Hall, Trevor Mackie

1. Approve Meeting Notes from 5/25/2022

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

2. Status of Make-Ready

- a. West Hawley Road residence
 - i. Pole application has been filed
 - ii. Power is the next step once there is a device on the pole

3. Distribution Network

- a. Construction Update
 - i. Really hoping that by next week construction will be completed
 - 1. Ledge Lane is completed
 - 2. Working on ShunPike and it should be completed soon
- b. Resiliency Update
 - i. Crown Castle is ordered
 - ii. Equipment is ordered
- c. Hub Monitoring/ Emergency Response Update
 - i. Hazard Mitigation Plan for the town would like to include our Threat Assessment documents. We agreed to include a link to a living document. Cheryl will follow up with Sarah regarding the location. Consider looping Dan into the conversation for the response plan. Cheryl will follow up with WCF contact information. If by the end of summer this is not complete, then escalate it over.
 - ii. Sarah would also like to include a network map. We have just received our final as-built designs electronically and these can be in used in any format.
 - iii. We should be sure to get a set of as-built printouts. Bob will ask WCF to provide this and we can look to be sure there are others.

4. Drops

- a. A customer called to ask for a waiver because they are a renter who is being evicted.
 - i. ACTION TAKEN: In the case where a renter is evicted, the early termination fee will be waived.
 - 1. Bob - yes, Mary Ellen - yes, Doug - yes, Cheryl- yes
- b. 1151 Mohawk Trail remains problematic for clearing a path to get the connection

5. Commercial Pricing

- a. Berkshire East/ Warfield Road consultations are in progress
- b. Neighbors Market consultation is complete

- c. Red Rose Motel has completed the commercial pricing form and should be modified to a Large Business Plan for redistribution.
- d. Wicked Awesome Events will not redistribute

6. Project Finance Update

- a. Reviewed the Enterprise Fund expense tracking sheets

7. Subscription Campaign

- a. [Subscription Update](#)

8. Communication / Outreach

- a. ACP Outreach update
- b. RoboCall related to the drop subsidy
- c. Magnets - let's spend \$50 or less to get these out to folks.
- d. Maybe hang out at the town hall

9. Network Monitoring

- a. Status of the network performance monitoring
 - i. No update

Next meeting, Weds, July 13 @ 6:30 PM