

CHARLEMONT BROADBAND COMMITTEE

ATTENDING: Doug White, Trevor Mackie, Mary Ellen Banks, Bob Handsaker, Lora Fulton,
Cheryl Handsaker

MISSING: Ken Hall

1. Approve Meeting Notes from 12/20/2022

1. ACTION TAKEN: Motion by Trevor, seconded by Lora. Trevor: yes, Lora: yes, Doug: yes, Cheryl: yes, Mary Ellen: abstain, Bob - yes

2. Operations

- a. Consideration of [long-term ISP](#) contract with WCF and these [rates](#)
 - i. Red-lined copy is not available.
 - ii. New contract will supersede all other contracts.
 - iii. Exhibit I is currently a separate intergovernmental agreement
 1. This had been optional in the past and Charlemont has declined to participate. It is unclear that this is desired.
 2. Broadband Committee does not think it should be signed as is.
- b. WCF is deploying wifi plume devices and charging the town/ month
 - i. This additional charge was not approved.
 - ii. 5 are currently deployed and these are not visible to CRM.
- c. New construction policy
 - i. Considerations for network extensions.

3. Drops

- a. Cold drops are in progress and these will be done as is easiest for WCF
- b. Tree trimming on Tea St has been completed, installation will be scheduled.
- c. New home on Rowe Rd, as new construction and will get only an activation subsidy.
 - i. Splicing correction was identified.
- d. Update on W. Hawley Rd. residence
 - i. Weatherhead is installed
 - ii. Grid has been notified to connect the power
 - iii. WCF and Access plus will work together on the installation.

4. Distribution Network

- a. Resiliency Update
 - i. Contract has been reviewed. Counsel has a couple of follow up questions.
 - ii. Five towns agree that Local Lynx will be distributed as 'join when you want to' for this third backhaul provider. Open questions:
 1. Will Local Lynx win the contract?
 2. Will they provide a better rate?
 3. Will they allow the towns to renegotiate existing contracts?
 - iii. Check if there are new items to be covered under our insurance policy.
- b. Hub Monitoring/ Emergency Response Update

- i. Bob to check on this at the next BOMB meeting

5. Project Finance Update

- a. December invoice has been received.
- b. Bob will true-up the 6 month finances
- c. Financial review with the committee at next meeting

6. Communication / Outreach

- a. Consider a survey of customer satisfaction

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

- a. Stamper Box Update
 - i. Hardware cost \$275/box and software license \$300/box/year for each box assuming the same CAF II cadence (once per quarter).
 - ii. Would be one of their smallest customers and WCF is also a customer. Conditionals include that we will not disclose use to WCF.
 - iii. Vendor dashboard is provided. Data is not removed so trends will be identified.
 - iv. Free box will be provided. Town Hall location has been identified for the demo box.
 - v. Lora will send along a slide deck with the technical details.
- b. Municipal Digital Equity Planning Opportunities
 - i. Lora has reviewed the deck and outlined a number of questions.
 - ii. Lora recommends the charette for the items.
 - iii. There was a webinar, Bob has a link to the recording.
 - iv. Some questions about the eligibility and other items that will be forwarded to the town administrator and the broadband committee.
- c. Broadband Welcome packet
 - i. Lora is documenting the broadband committee tools and information that newcomers will need.
- d. Next meeting agenda consider committee reorganization path

Next meeting, January 24 @ 6:30 PM

Meeting adjourned 8:04 PM