

New Ashford Select Board Meeting
July 18, 2016

Board Present: Jason Jayko (chair), Mark Phelps, Ken McInerney
Others Present: Todd Corcoran (MBI), Richard DeMyer, Keith LaCasse, Lori Jayko

Meeting opened at 4:00

1. MBI: Todd Corcoran, Town Readiness Assessment Report. Todd introduced himself and reviewed the Town Readiness Assessment Report. If the town chooses MBI, Todd will be the project manager. Towns are not responsible for professional services costs, such as design and engineering, pole survey, and project management. Pole collection services will be MBI's responsibility until the town receives pole attachment agreements with the utilities. Pole attachment agreements will likely cost \$300 to Eversource, \$425 to Verizon. Ken e-mailed Eversource and Verizon. Wired West has been awarded an \$80,000 grant. \$45,000 of which has been invoiced. Last year, the town turned over its \$5,000 planning grant money to Wired West. The town can write a letter to Wired West requesting to participate in the planning grant option and should also contact Peter Larkin, Chair of the MBI Board.

Document Review. Jason is the town liaison. Ken is the alternate. Jason is the technical liaison. There are Six Model Options: Private Provider, Extension of Existing Cable Infrastructure, Multi-Municipal Network, Independent Municipal Network, Pilot Projects, or Other (includes Wired West). The Board discussed the model options. The Board is interested in possibly pursuing Private Provider, Multi-Municipal Network, and/or the Other option. MBI will reach out to Charter, as Charter serves neighboring towns.

For Professional Services, the town chose MBI managed engineering and construction.

Division of Local Services Requirements include Project Budget and Funding Sources. The town does not need a green light letter because the amount of money that would potentially need to be borrowed is less than \$500,000. Rick Manley from Locke & Lord is bond counsel to many towns. The financial advisor is Clark Rowell from Unibank. Sean Cronin from DLS works with MBI. MBI needs a copy of certified votes from the debt authorization and debt exclusion from town vote. The treasurer needs to send a letter to MBI about the accounting procedures for revenues and expenses.

Total budget of the program so far is \$570,000. \$150,000 from the state. This number will change due to the number of telephone poles being too high.

Municipal Light Plant Structure – MBI needs a statement of the town's MLP structure.

Technology – three ways to run fiber in town. Central Office Split, Centralized Split, or Distributed Split. GPON (Gigabit Passive Optical Network), Active Ethernet, Fiber/Wireless Hybrid Network. GPON (one card would be needed for the town), Active Ethernet \$286 per port (about \$40,000 for the town). Technology should be replaced in about seven years. The Board chose GPON.

Service Coverage: The board would like 100% service coverage on existing pole structures (fiber will run down every street.), including Seasonal Properties. Service Drops: (the fiber drops to homes) pre-subscribed houses will be covered. Average drop cost to homes for a 600 foot drop is \$600 (includes labor and police details). Network Services- Data, Voice or Video. The Board would like to include voice and data. Speed Tiers will be left open for now. Network Availability and Redundancy – no requirement to use to the middle mile. Connection to the

Middle Mile Network, Backup Power for the Hut, Backup Power for Customer Equipment. Chose one connection to the Middle Mile and Backup Power for the Hut. Unique/Shared Huts Between Towns: Unique Hut, Multiple Huts, or Shared/Regional Hut(s). Unique Hut likely located at the Town Hall or at the Fire Station. The town should invest in a generator. An option is to get a 6 X6 hut (\$60,000 - \$70,000) would come with HVAC. Backup Power for Customer Equipment. Todd advises giving a lithium battery to the user on day one and requiring the user to replace it as needed. MBI will act as the agent to fill out licenses and do the pole surveys. Other uses for the Network: No Additional Uses, Commercial Broadband Services, or Establishing a Municipal Network. No Additional Uses necessary.

Regional Collaboration: MBI needs a statement.

New Ashford has not reached out to any Network Operator/ Service Providers. MBI will be researching what companies may be interested in working in the area.

Operating Expenses and Sustainability Analysis: Sustainability Model Reviewed.

Insurance: The town should ask MIAA how much it will cost to insure the network. May also want to check with PURMA. By law 3% depreciation must be factored for Fiber Plant and Electronics.

Next Steps: Todd meets weekly with Carolyn Kirk and would like weekly updates from the town to report to her.

Todd will reach out to Comcast, and will look into Network overlashing including information about selling dark fiber.

2. Appointments (Board of Registrars): Jason will ask town counsel about the requirement of having a democrat and a republican. The town clerk provided names for appointment and said that the majority of town residents are registered as independents. Jason will contact Amy Kohlenberger, tax collector, about appointing a deputy tax collector.

3. Road Commissioner: Keith LaCasse. Keith took care of a fallen tree on Beach Hill and three on Roys Road due to a storm. Some clean up still needs to be done. There was a pole and electric wires down in the road on Beach Hill.

Road milling on Mallery Road will begin on Wednesday, July 20. The milling machine will be at the Fire Station for a day/day and half. Tri-Town would like to lay the millings a bit deeper on Greylock Road on the steeper hills. Keith cleaned Mallery Road to get it ready for Tri-Town, but will have to do it again because of the storm.

Ken reported that the Conservation Commission met July 13th and filled out an RDA and sent it in. The Commission voted to pay the \$3500 for the certified botanist's work on Greylock Road from the Conservation account. The botanist's report should be available in September. There will be a lock added to the gate on Greylock Road for the botanist. Can we ask the property owner on the side of gate if the town can drop a tree near the gate to keep vehicles from driving around it?

Vehicles are driving behind the cemetery. The area is too large for a concrete barrier.

4. Building Inspector (fee schedule): The Building Inspector, Don Torrico, submitted a proposed fee schedule for review. Adams needs to submit an invoice to the town for payment to the Building Inspector for inspections that have been completed. Jason will contact town counsel about what permits can be withheld if a property has not paid their taxes. Town by-laws allow withholding permits for properties that do not pay their taxes. Jason will contact Don

Torrigo or Tony Mazzucco, Adams Town Administrator, about the permit fees being based on square footage instead of construction costs and clarification on what a mechanical permit is. The Board would like to eliminate the tent permit fee. The Fee Schedule was tabled until further information is provided.

Public Comment and any other subjects for consideration: Richard DeMyer is getting approximately 12 new gravestones for the veterans at the cemetery. There's a lot of paperwork involved. Chuck Morrone offered to help.

Mark Phelps stated that the state did a good job cleaning the sides of the road/cutting the grass. Mark would like the town to send them a letter thanking them for their good work.

The Salvation Army clothing donation box will likely be placed in the spring.

Warrant. The warrant was reviewed and signed.

Approve the minutes from the July 5, 2016 meeting. On a motion by Mark, seconded by Jason, the minutes were approved. Ken abstained.

Next meeting August 1, 2016 @ 6:30

Meeting adjourned at 7:30