

Town of Hawley
8 Pudding Hollow Road
Hawley, MA 01339
(413) 339-5518

Town of Florida, MA
Town Hall
379 Mohawk Trail, Drury, MA 01343

FHMS Four Towns Broadband Committee Meeting
- and -
Town of Hawley Communications Committee Meeting (if quorum)

A meeting was held of the FHMS Four Towns Broadband Committee
on **Thursday, August 22, 2019, at 4:30 pm at the Florida Senior
Center.**

MINUTES

In Attendance:

Florida: Christine Dobbert*, Cindy Bosley, Ruth Boyce,
Dan Lauthe
Hawley: Lark Thwing*, Rick Kean
Monroe: David Gagne*
Savoy: John Tynan*
WiValley: Brian Foucher
DesignNine: Jack Maytum
Interisle: Steve Harris
OTELCO: Trevor Jones
MTC/MBI: Carolyn Kirk, Michael Baldino, Cornell Robinson

Minutes Unanimously Approved, FHMS Four-Towns Committee, 9/26/19

* Voting Members

- 1. Call to Order:** A quorum was declared and the meeting was called to order, with participant introductions by Chairman Lark Thwing, at 4:45 pm.
- 2. Review and acceptance of minutes.** The voting members reviewed the minutes of the July 25, 2019 meeting and approved them unanimously.

- 3. Collectively brief all Stakeholders on the status of the project.** Using a [graphic presentation](#) that he made available to all participants, Brian provided a detailed briefing on the status of the project, beginning with this contractual overview:

Project Name	FHMS Broadband Network	Start Date	03/21/2019
Network Construction	WiValley-MA, Inc.	Reporting Period	08/20/2019
Network Operator	WiValley-MA, Inc.	Project Owner/Client	Florida, Hawley, Monroe, Savoy & MTC
Internet Service Provider	Otelco	Budget	\$2,024,000 + NTE Borden Mt \$91,461
Authorized Contract Value	\$2,115,461	Contingency Fund Balance	\$200,000
Description	Construct, operate and provide ISP services to residents throughout the towns of Florida, Hawley, Monroe and Savoy, MA via approximately 34 transmitter sites throughout the towns.		

He then went on to outline construction progress:

- a) The network is up and functioning via the primary point of presence (POP), back haul and power at the Savoy, MA Chapel location and a 92-foot monopole.
- b) Defined by the type and speed of service being requested, 19 customers are currently connected:
8 @ 50/10, 8@25/3 and 3 @ 12/2.
- c) In addition, 4 have signed up for VoIP (Internet phone) and 8 are awaiting installation.
- d) Also, as promised at the 7/25/19 meeting, 900 MHZ has been deployed, with positive results.

4. Identify any risks (material lead times, weather, staffing, etc.) that may impact the schedule.

At the time of the meeting, the project was 10 weeks behind schedule. This was for three reasons:

- a) Pole Shortages:** Hurricanes and flooding in Southeastern States have caused a cascade of delays that affected customers like WiValley and distributors alike. The solution – dealing directly with producers and going to West Coast supplies, even with higher pole purchase and shipping costs, have been put into effect by WiValley. The decision has been made to order all the poles at once.
- b) Sub-Contractor Delays:** Delays were encountered versus original promises vis-à-vis Primary Power, Fiber Connection, Operational Fiber and Structural Analysis of Borden Mountain DCR Tower. For more on Borden Mountain, see section 6c below.
- c) Legal Issues:** Any such items would have been discussed in Executive Session.

5. Provide an updated schedule and reset expectations.

Brian enumerated new suppliers and subcontractors that have been engaged to replace the ones that had failed to deliver on schedule. He provided a detailed set of updated milestones for the completion of the project based on revised timeframes, and expressed optimism that the entire network would be in place by the end of 2019. At the very least Brian said he hopes to have all the poles in place by the end of the year.

Phase	Project Milestones	Original Completion Date	Revised Completion Date	Milestone Payment Amount (excl 15% holdback)
I	Construction of Core POP - MA-SAV-CHA, MA-HAW-BKE; as described in the Project Plan below	Completed		\$250,000
I AA	MA-FLA-OLE; MA-HAW-WHL; MA-SAV-MWL	2 Weeks after receipt of 60-80 ft Utility Poles	2 weeks after pole installation – plus utility power	\$100,000
IA	MA-SAV-MWL relocated to MA-SAV-OLM, MA-FLO-BLI moved to From Phase II to Phase I, MA-FLO-OLE – Postponed to Phase IV but kept as a reserve site			
IA	Construction of Equipment Shelter and Installation of equipment as per agreement with DCR on Borden Mt Fire Tower, Savoy MA-SAV-BOR as described in the Project Plan below	6 weeks after permits	6 weeks after permits – if winter delay start to spring 2020	\$100,000 Plus NTE of \$91,461 for Equipment Shelter
II	Construction of Florida POP and 9 additional sites at the following locations - MA-FLO-FTH, MA-FLO-WHS, MA-FLO-BLI, MA-HAW-FEG, MA-MON-THA, MA-SAV-MEL, MA-SAV-HAB, MA-SAV-WIN and MA-CHA-LHR, as described in the Project Plan below. Reserve site MA-SAV-MLW would be added if performance from MA-SAV-MWL and MA-SAV-HAB is insufficient. MA-FLO-BLI was moved to Phase I	10 weeks after Phase I	10 weeks after pole 2 nd order pole delivery / installation – plus utility power	\$500,000
III	Construction of 12 sites at the following locations - MA-FLO-NHT, MA-FLO-SCR, MA-HAW-EHR, MA-HAW-HTH, MA-HAW-SID, MA-HAW-WHR, MA-HAW-FHO, MA-HAW-BKE, MA-MON-MTH, MA-ROW-MHR, MA-SAV-SEH and MA-SAV-STH, as described in the Project Plan below	8 weeks after Phase II	8 weeks after pole 3 rd order pole delivery / installation – plus utility power	\$500,000
IV	Construction of 5 sites at the following locations - MA-FLO-WHT, MA-HAW-MID, MA-HAW-PLF, MA-HAW-WRS, MA-SAV-MHA, additionally we have tentative plans at the following 3 sites, MA-HEA-SOU, MA-MON-MKI and MA-SAV-MHD. These sites are not "Required" in the design for coverage of 96 of the homes but we have included them as described in the Project Plan below. The Site MA-SAV-MHD is planned if the the PTP link from SAV-HAB to SAV-MHA is inadequate.	8 weeks after Phase III	12 weeks after pole 3 rd order pole delivery / installation – plus utility power	\$574,000
FINAL	Release of hold back payments after FHMS / MBI perform / review final performance test results	4 weeks after		Total Holdback

6. Answer Stakeholders' questions or concerns.

Brian fielded most questions as his presentation moved forward. Their focus was on delay, scheduling and pole availability issues.

a) Status of all poles:

At the time of the meeting, Brian reported that five poles (comprising order # 2) were situated in the yard near Chapel. They were in the process of being pre-set with electronics equipment prior to being raised. He said that he is in the process of ordering the rest of the poles up front. The impact on project costs, given longer shipping distances and higher prices, is shown on the next page:

Different Prices Given Pole Shortages					Impact on Project Budgets		
Utility Pole Change Order Details					Proposed Change order Amount	\$14,682.00	
					(75% of \$19,576 WiValley Request)		
SYP	Pole Length		Quantity		Authorized Contract Value	2,115,461.00	
	60	\$1,531.00	6	\$9,186.00			
	70	\$2,360.00	6	\$14,160.00			
	80	\$2,926.00	2	\$5,852.00			
				\$29,198.00	Adjusted Contracted Value	\$2,130,143.00	
DF	60	\$2,453.00	6	\$14,718.00	Contingency Fund Allocation		
	70	\$3,089.00	6	\$18,534.00			
	80	\$4,023.00	2	\$8,046.00			
							\$41,298.00
Cost Difference	60	\$922.00	6	\$5,532.00	Mass Tech	\$11,011.50	
	70	\$729.00	6	\$4,374.00	Florida	\$917.63	
	80	\$1,097.00	2	\$2,194.00	Hawley	\$917.63	
					Cost increase	\$12,100.00	Monroe
Addl Pole Reserve	60	\$2,453.00	1	\$2,453.00	Savoy	\$917.63	
	80	\$4,023.00	1	\$4,023.00	Contingency Fund Balance		
				Addl Pole Cost	\$6,476.00	\$185,318.00	
Self Unloading (Missed earlier on Quotes)					\$1,000.00		
Total					\$19,576.00		

These amounts have been approved by the various parties.

Brian projected that those 5 poles currently in hand would be installed during the weeks ending 8/31/19 and/or 9/7/19.

b) Status of signed Customers to date:

Brian reported in his presentation that 19 customers had been connected as of the date of the meeting.

Rick reported that he had contacted 13 of those customers via phone or email, and that all but one were positive in their response to questions about the overall service. The negative response had to do with an intermittent connection problem that was complicated by the fact that the installers were having difficulty scheduling a time to make repairs, and that access to the property was further blocked by an enthusiastic dog. Even in this case, though, the user indicated she would sign up provided the connection issue was satisfactorily resolved.

Here is a chart of the overall responses of the 13 users contacted (see next page).

Grade Value Given by User (Scale of 1 - 5)	Grade Description	# of Respondents
5	Very Favorable	7
4/5	Favorable/Very Favorable	3
4	Favorable	1
3/4	Basically Positive/Favorable	1
3	Basically Positive	0
2	Unfavorable	0
1	Very Unfavorable	0
~	Undecided – depends on fix	1
Total Respondents:		13

7. Status of Borden Mountain site.

Brian stated that this issue is ongoing because of a late reentry into performing the structural analysis project by the vendor, All Points Technology. That work is now underway. While Brian remains hopeful that the existing tower will be able to take the load of the additional equipment, contingency plans are in place for construction of an Equipment Shelter and (perhaps) a separate pole as per agreement with DCR, MBI and the Four Towns.

8. Hand over signed Amendment to Professional Services Grant.

This Amendment was duly signed by all parties.

9. Hand over signed Forms of Certificate of Compliance for each town.

These forms were duly conferred to MBI.

10. Sign and hand over Change Order Number 2 to expedite last order of poles from west coast as requested by WiValley.

This action still needs Hawley's signature. All the other signatures have been obtained.

11. Discuss need for Press Release on current status:

Introduced by Chairman Lark, several participants offered opinions on this subject. Katherine stated that MBI would take the idea under consideration and get back to Lark.

12. Additional comments from MBI, WiValley, and Design Nine.

As most questions by participants were answered during the first session, comments at this meeting segment were congratulatory in nature:

- Brian was congratulated by MBI for answering their questions;
- MBI was congratulated by Lark for their flexibility and high level of responsiveness;
- WiValley was congratulated by Jack for their ability to flex and regroup in the face of adverse conditions; and,
- The Four Towns Committee was congratulated by the other meeting participants as a whole for its high level of inter-Town cooperation.

13. Move to Executive Session:

By a roll call vote, the committee voted to go into executive session for the purpose of discussing litigation and to come back into open meeting session to adjourn.

14. Meeting Called back to order:

The FHMS Four Towns Broadband Committee was called back to order at 6:14 pm.

15. Any other business not anticipated.

There was none.

16. Set next Four Town meeting date.

The next meeting was set for Thursday, September 26 at 4:30 pm.

17. Adjournment:

The FHMS Four-Towns Broadband Committee meeting was adjourned at 6:24 pm at the Florida Senior Center.

Respectfully Submitted,

Rick Kean
9/19/2019