

**WiredWest Executive Committee Meeting Agenda**

**Date / time:** Wednesday, October 26, 2016 6:30 PM,

**Location / address:** Hampshire Council of Governments, 99 Main Street, Northampton, MA

Attending: Jim Drawe, Charley Rose, David Dvore, MaryEllen Kennedy

Guests: Steve Nelson

Called to order at 6:07 pm

1. Approve minutes of previous meeting – Wed Oct 12 & Oct 19, 2016 - approved
2. Review October 22 Board of Director’s meeting – no special action items
3. RFI followup:

Reviewed equipment vendor presentation. Ease of installation and support are critical. Towns should be able to specify or at least express a preference for equipment to be used to MBI. Concern that 30B procurement law could lead to choosing cheapest equipment which could cause increased operating costs.

Discussed possible timing and content of outreach to towns.

Discussed services proposed by responding vendors and follow-up actions.

1. MBI Update

$32k left in MBI grant – Jim has not yet sent question on applicability of 30B if state money involved to lawyer. JD wondering if MBI should have towns purchase the equipment to be able to buy the desired equipment. Maintenance, service contracts really affect cost, but aren’t considered in procurement. Should we ask for legal help with inter-municipal agreements?

1. Discuss Plan A2
* New name – Steve Nelson “Regional Operating Strategy” – Jim Drawe “Regional Operating Agreement”
* We need to start drafting items from Plan A2 for new model.
* Put together new plan, idenitfy questions and answers about it and document them. Outreach committee will consolidate the Q & As from Plan A2 and adapt to the new organizational model.
* Connecting towns – MBI has approved dark fiber IRUs – we’d like to know the terms to help estimate the cost for linking towns.
* Steve says tiered service has already shot down by MBI. Jim – if we have 3 tiers initially, can adjust after seeing what people choose, if we have only 1, hard to expand. Most cable companies offer 2 tiers.
1. Committee Updates

Finance – Bob sent an email summarizing subscriber & refunds by town. Melissa (HCOG) sends out the invoice requests – Bob will work with her to request contributions from towns. He will ask for $1000, but say any amount will help.

1. Review other ongoing work, including meetings, conference calls

Conference call with ADTRAN Friday

Conference call with FullChannel Monday

1. Other business which could not be reasonably foreseen within 48 hours of meeting

Identify towns to remove, based on attendance. Steve – we can suspend some towns rather than remove. MaryEllen to send a list of poor attendees.

1. Set next EC meeting – Wed Nov 2 6:00pm

MASSGIS – you can download ARCview reader to look at GIS data for free. Jim to send invite to dropbox with map info.

Adjourned: 9:17.