



## **WiredWest Executive Committee Meeting Minutes**

**Date / time:** Wednesday, December 12th, 4pm

**Location / address:** G4S Technology, 100 Doty Circle, West Springfield, MA

**Date / time:** Wednesday, December 12th, 5:30pm

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

4pm: Meeting with MBI - G4S Technology, West Springfield, MA - Meeting commenced at 4 pm. Those present: Monica Webb, Glenn Cardinal, Kevin Cahill, Jean Atwater-Williams from WiredWest. Also present Jason Whittet and Matt Sullivan from the MBI.

1. Monica gave an update on the WiredWest project, next steps, timeline, etc.
2. Jason gave an update on MBI – MassBroadband 123.
3. Discussed Last Mile grant closeout - what is required in the final report, progress made, lessons learned. Jason will provide an example.

Adjourned at 5:15 pm to travel to Northampton. Reconvened at Hampshire Council of Governments, Northampton, MA. Delayed due to traffic. Meeting called to order at 6:40 pm by Monica Webb (chair). Jim Drawe, Kevin Cahill, Reva Reck, Glenn Cardinal and Jean Atwater-Williams (recording). Steve Nelson absent due illness; he participated briefly by phone to update the EC on 5 c & d.

4. Approval of minutes of 11/07/2012 and 12/05/2012 - Minutes of 11/7 tabled. Jim moved to approve the 12/5 minutes with edit made by Reva. Reva seconded. All approved.
5. Progress reports:
  - a. Support Card campaign - the EC reports that the campaign is ongoing.
  - b. Matrix Engineering Report Information - Kevin met with Dan Jacques and performed a test on one town. He was able to read the Matrix file and export it to a DWG file that can then be loaded into ArcGIS.
  - c. TV Pricing and Packaging - Steve spoke to Bruce Jones. Bruce is unable to assist us until after the first of the year.
  - d. Confidentiality agreement and privacy policy - Steve has heard from one delegate about input. He will follow up. Reva will send out an email to delegates to set up a meeting.
  - e. CAI spreadsheet - Reva and Jim discussed ISP pricing with regard to Warwick Broadband customers and how that translates to other towns. Jim determined that the he should price the internet separately and not bundle phones in the proforma. Phones, however, will be critical for customers to factor into their budgets.

- f. Legislative work - Steve recommends the language regarding approved attachment methods be included. Steve will amend the draft, forward to Jim and Monica and then to Dierdre.

6. DLTA grant: Review and approve - Monica confirmed that we received all the signed DLTA grant applications from the 5 Berkshire County towns. Jim moved that we approve the application. Kevin seconded. All in favor. Passed unanimously. Monica suggested to Dan Jacques that he apply for a DLTA or LTA grant such that the engineering could be underwritten for Montgomery.

7. Review ongoing work, including meetings, conference calls - Reva, Jim and Kevin attended a meeting in Windsor. They gave an overview of WiredWest and what was involved in joining the organization as well as what would be required in terms of the support campaign. Windsor has proposed doing the support campaign first to determine the level of interest among the citizenry.

Monica and Jean attended the Great Barrington Rotary club meeting today and

8. Other business which could not be reasonably foreseen within 48 hours

- o Reva received a message from Kathy Soule Regine requesting a WW presentation for the town of New Salem. G4S will be making a presentation to their broadband committee. Reva will attend.
- o Jon Hardie has made a formal request for EC and Board Minutes. The records will be made available to him in accordance with the OML.
- g. Steve will follow up with Matthew Chester, who recently made a donation and seems interested in becoming involved in WiredWest.

Jim moved the meeting be adjourned. Reva seconded. All in favor. Meeting adjourned at 9:50 pm.