

**WiredWest Executive Committee Meeting Agenda**

**Date / time:** Wednesday, June 22, 2016 6:00 PM,

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

**Attendees:** Jim Drawe, Charley Rose, Becky Torres, MaryEllen Kennedy

**Guests:** Jeremy Dunn, Steve Nelson, Tim Newman

**Meeting called to order at:** 6:25 pm

1. **Approve minutes of previous EC meeting:** June 15 minutes approved.
2. **Agenda and preparation for the June 25, WiredWest Board meeting:**  Agenda reviewed, duplicate entry of “Towns MBI Status” will be removed.

Charley and Jim will report on their meeting with Peter Larkin and Bill Ennen.

Jeremy Dunn will be proposed as a new EC member. Jim will resign as co-chair to become chair, Charley to be vice-chair.

Becky will no longer be a delegate, we will need a new Town Liaison. Doug McNally was suggested – Jim will ask him if he’s willing.

Charley will be nominated to the Outreach Committee.

We will propose disbanding the Negotiating Team and Risk Assessment Committee, which needs Board approval.

1. **MBI Update:** Jeremy, Charley, Steve and MaryEllen have had initial meetings with MBI construction managers (Todd Corcoran and John Furey). They have been fairly positive, focusing on the construction phase, working through the submission document. John Furey stated overlashing on MBI fiber may be an issue, since all cables must be owned by the entity with attachment agreement, which is MBI, not the towns.

Becky reports MBI is working with FRCOG to do RFIs for service providers, the towns will have to do their own procurement.

In the submission form, towns are asked how they will handle accounting procedures. It’s felt mixing with general funds is a bad idea, Becket is comfortable with Enterprise funds (already in use for ambulance service). Jim recommends the town keep a separate set of books for the MLP.

Tim Newman reports that New Marlborough will be meeting with Frontier, which has a proposal to build the network at no cost to the town and then assess a fee of $20/premise for first 10 years and $10/premise for the next 10.

1. **Discuss Plan A2:** WW has had influence on construction phase during meetings with MBI last year, e.g. stressing redundant topology and common equipment. We will concentrate on operations: develop a financial model consistent with Plan A2. We should identify companies which can provide particular services (e.g. billing, accounting, network operations) and get pricing for multiple levels of subscribers. We believe that if we can create a proposal for using these shared services which is more affordable, the towns should be able to choose that. The EC will lead this work as a subcommittee, with volunteers from delegates (or interested citizens of member towns with expertise). Jim Drawe will develop a scope of work for this subcommittee.

Steve mentioned talking to GLDS, who does billing for cable companies. They indicated they would not be interested in taking on just a small town, but would be interested in providing service to an organization of WW’s size.

There is concern that MBI will require towns to sign an MOU before work starts and it could limit town options.

1. **How to position signup campaigns to determine drops for final network design:** Jeremy is concerned that detailed design work, which will likely need to know who is subscribing, may start by early next summer. Due to the high seasonal population, his Broadband committee wants to restart signup this summer, should they approach people who’ve already signed with WW and how can they position the new service? Concern about price elasticity vs. take rates – Jim says comparison of response to pledge campaign (no cost info) vs. signups gives some indication. Jeremy plans to charge a higher installation fee after construction as the main inducement to sign up in advance.
2. **Committee Updates:**

Finance – we have received MBI reimbursements for all submittals we have sent and have about $25,000 in the bank. We should be able to submit bills until December. We will transfer money to the escrow account to cover the credit card charges.

Outreach – Emails have been sent to Colrain and Tyringham subscribers explaining the need for individual written refund requests; they will be sending postal mail to the few who do not have email. Charley and Bob Labrie were interviewed for the PBS Newhour, which should air on July 2.

1. **RFI estimates update:** discussed under item 4
2. Review other ongoing work, including meetings, conference calls:
3. **Other business which could not be reasonably foreseen within 48 hours of meeting:** Concern that if we have inactive member towns (e.g. cable towns, wireless towns) it will be difficult to maintain a quorum at Board of Director’s meetings. MaryEllen will go through meeting attendance sheets to identify which towns have not shown up for the past year. We will then ask them if they wish to continue to be members. Currently the only way a member town can be removed is if they fail to pay dues, but we have asked for voluntary contributions for the last few years. It’s late to propose dues for FY17, since most towns have already completed their budgets.
4. **Set next EC meeting:** Wednesday June 29, 6:00 pm, Hampshire Council of Governments

**Meeting adjourned at:** 9:00 pm