

**WiredWest Executive Committee Meeting Minutes**

**Date / time:** Friday, July 1, 2016 1:00 PM,

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

Attending: Jim Drawe, Becky Torres, MaryEllen Kennedy, Charley Rose

Guests: Steve Nelson, Tim Newman

Called to order at: 1:15

1. **Approve minutes of previous EC meeting** – June 22 - approved
2. **Review the June 25, WiredWest Board meeting** - no quorum – we will execute the plan to id inactive towns and ask to resign (I will make the list and Tim will craft the letter). We might be able to provide services to wireless (or hybrid) towns in addition to the fiber towns.
3. **MBI Update** - repository for sharing town information – Jim had call from Chris Lynch who attended the MBI/MTC reporting meeting. Bill Ennen presented. Of first 6 towns, 2 choose “other” (Washington is one - could be WiredWest). Policy statement from July 2015 being modified, not sure of what changes will be. Leverett received full share, but did not use MBI for construction. Mt. Washington & Middlefield have gotten grants. Town profiles were incorrect – they were done by Wipro.

Todd C told Steve Nelson that MBI has released a mini-bid for pole survey companies (from the 3 already approved after RFQ) – plan to be ready in August.

Bill Ennen told Shutesbury that a revote will be required for towns which selected a regional coop model and single town network.

We need to see the contract that towns will need to sign before it’s clear how to position WW role in operations. Its likely big towns will go first; it would help if they choose the MLP coop to leave this option open. To get money for pole surveys, towns must either vote separate authorization or use the funds appropriated for the build (for towns which voted coop, there must be a coop to get money released).

Worthington meets with Todd Corcoran 2nd week of July.

Steve is no longer sure we need to convert to an LLC based on new model.

1. **Discuss Plan A2** – We have not communicated plan A2 extensively to town governments. We could have delegates present our plans and ask what help they need.

We will get pricing for 3 tiers (5k, 10k, 15k subscribers). Contact companies with strengths in Customer Service, ISP, Phone Service, Billing, Network Operations, line maintenance. Could release an RFI, but need to identify companies to send the RFI to. Steve – RFI would help show what we are doing. Jim has some examples from Monica, Becky to send the FRCOG RFI for CAIs. Becky – we could include video in the RFI – that requires a franchise. Jim Drawe will do first draft of RFI. If contracting with a full service firm, we want it to be white-labelled.

Who will volunteer to research the service providers?

* Billing – Steve Nelson
* ISP -Charley
* Network Operations – MaryEllen (Tim/Jim will follow up with HG&E)
* VoIP – Tim (will contact Jean for help)
* Line Maintenance – Becky (there are 3-4 in state)
* Customer Service –
* Accounting – (should be local)
* Sales/Marketing –
* Insurance – we qualify for MAIA (probably not line maintenance) as well as PURMA

1. **Committee Updates** -
2. **RFI estimates update** -
3. **Review other ongoing work, including meetings, conference calls** – Email sent Colrain & Tyringham subscribers. 109 emails to Tyringham with 4 bounces, Colrain 158, 10 bounces - – add to snail mail list. I will send lists of Colrain & Tyringham -to Charley. Charley will send docs to Jim for printing & stuffing.
4. **Other business which could not be reasonably foreseen within 48 hours of meeting** -
5. **Set next EC meeting** - next Friday, July 8 5:00 pm.

 Adjourned at: 3:00pm