

**WiredWest Executive Committee Meeting Minutes**

**Date / time:** Wednesday, September 21, 2016 6:00 PM,

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

Attendees: Jeremy Dunn, David Dvore, Jim Drawe, MaryEllen Kennedy

Guests: Trevor Mackie

Meeting called to order at: 6:29 PM

1. Approve minutes of previous meeting – Wed September 14, 2016 -approved, MEK abstaining
2. Presentation by Cornerstone – they cancelled at last minute. Could be a good partner for Matrix. Our towns have money to spend now, so don’t want to defer any construction. RFP can state we want to pass 100% of premises, will signup folks & expect 80% take rate – so initially procure equipment for 80% of subscribers. Towns with DSL will need price points low enough to encourage DLS folks to sign up.
3. MBI Update – Rowe signed MOA & Acceptance letter. Has been asked for input on the contract, some points David D made:
   * Towns should not make last payment until construction complete
   * Towns can’t pay for overruns, funds not voted
   * Towns will have complete autonomy as to who and how their networks are operated. No further sustainability analysis by MBI after the readiness assessment. No restrictions other than following the law.
   * We want monthly accounting reports of how our money is being spent.
   * Some wording to insure the project doesn’t stall. For example, if a town opts in, borrows money, and then is put at the bottom of the list for a long time, the town would be paying off loans while it’s project is on hold. So something needs to be said about the timeline and that the project will move along expeditiously.
   * Jim – should ask for draw schedule
   * Jim – towns should not be responsible for any suits resulting from the build, MBI should be.

Otis working with Westfield G&E, invited surrounding towns to meet.

1. Discuss Plan A2

Jim D – talked to SERTEX. They are approved installer with Corning/Graybar/Fujitsu. Graybar handling logistics makes connectorized fiber more attractive. SERTEX partners with small cable company in RI, which does TV & Internet. It’s profitable to have a circuit to Boston to peer with content providers. SERTEX had fibers here, would do construction & maintenance. RI company could do customer service, create TV feed and help towns with franchise agreement.

Jim gave Corning the Cummington GIS data, to get an estimate for a connectorized network to compare with a spliced network. Becket has much buildable land, need to be sure that sufficient fiber is deployed. Jim – calculate number of fibers immediately needed, add 10-20%, then order next largest cable size.

MBI must choose the low bidder on contracts; if town MLP does the contract, they are not required. Jim – when you evaluate RFPs for professional services, you choose vendor based on reply, and only consider price afterward. Construction bids evaluated on price alone. Danger is that the low bidder submits many change orders, or expects project expansion, so cost is higher.

David showed map of Rowe supplied by MBI. Jim has done pole/house/driveway mapping for all WW towns. That’s how he determined the line miles per town. You can get ortho photos from MassGIS. Jim to send GIS data for Becket, Rowe & New Salem.

David D – mytest.net{?] shows ISP speed, Axia is not good. Royalston & George Propane had issues with Axia not delivering correct speed. Royalston had to get MBI to intervene.

IRUs are preferable, can be capitalized.

1. Committee Updates

David Kulp updated exec mailing list, David D has fixed contact information on the website, as well as other changes. He’d like to do a survey of towns to get an update on their status. Jeremy – what are their plans? Current progress? Some towns doing their own build may be interested in joining for operations, so David proposes sending update to all towns (not just WW), sharing information on the MBI process and operations planning.

1. RFI estimates update
2. Review other ongoing work, including meetings, conference calls
3. Other business which could not be reasonably foreseen within 48 hours of meeting
4. Set next EC meeting – Wednesday Sep 28 6pm (3rd Wed meetings should be 6:30). Need to produce agenda for next meeting MEK to send to all of EC.

Meeting adjourned at 8:32 PM