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| WiredWest Executive Committee | | | | | |
| 8.16.2017 | | 6:30 pm | | HCOG | |
| Facilitator | Jim Drawe | | | | |
| Minute Keeper | MaryEllen Kennedy | | | | |
| Committee Attendees | Jim Drawe David Dvore Craig Martin  Bob Labrie Jeremy Dunn Leslie Rule  Charley Rose MaryEllen Kennedy | | | | |
| Guest Attendees | David Kramer | | | | |
| Approve Minutes from 8/2/2017 Yes NO Not Applicable | | | | | |
| Called to order at 6:38 pm | | | | | |
| Regional Broadband Solution | | | | | |
| Discussion Notes |  | | | | |
| Bill payment: Document authored by Jim, David & Bob. David shared with the group. Document renamed to “WiredWest Financial and Business Management Procedures.” Leslie emphasized that people want specific information, e.g. what accounting firm, what legal counsel will be used. We expect to issue an RFP for accounting services. The group edited the document online.  David noted some additional items needing communication to delegates:   * Request to update town officials list * Bill Ennen stated there is work on a memo on town transfer of network to MLPs. * David – MIIA asked for warrant article creating the MLP, then agreed to add MLP to town insurance. | | | | | |
| Decisions/Outcomes |  | | | | |
| Management procedures document will be sent to delegates and town officials. | | | | | |
| Action Items | | | Person Responsible | | Deadline |
| David to post the final document on WW website. | | | David D. | |  |
| Mailing to delegates and town officials with pointer to document | | | Outreach | |  |
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| MLP support | | | |
| Discussion Notes |  | | |
| Communication re: Pole Applications:  Everyone agrees that MLP should be the licensee. Jim – means that the MLP carries insurance, etc.  Shutesbury has submitted several applications for poles. We don’t have standard recommendation for towns.  Workshop:  Diedre Lawrence will attend, Donna McNichol may have a conflict, Charley has not heard back from KPLaw contact (Dave Donetsky). Diedre favorable to the CPA who will present. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| WG+E | | | |
| Discussion Notes |  | | |
| Discussion of WG+E role – David reported on his meeting with them and the survey document which WG+E handed out to towns.  WG+E has not yet responded to the proposed operations contract. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
| David to send the WG+E document to EC, OC | | David D. |  |
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| September 13 BoD meeting | | | |
| Discussion Notes |  | | |
| * Present modified MOU for approval * Possible bylaw change if too many towns aren’t ready to commit. * Hybrid policy | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
| Add to agenda for meeting | | MaryEllen | 8/23/17 |
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| Committee Updates | | | |
| Discussion Notes |  | | |
| Jim: we have bill from Diedre, Bob will pay.  Bob working with Melissa to send invoices to towns for FY18 bills.  Bob creating a final report to submit to MBI for the rest of the grant money available. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| Review other ongoing work | | | |
| Discussion Notes |  | | |
| We received 3 signed MOUs: Washington, Rowe, New Salem  Shutesbury has published an RFI for ISP vendors, on state website. Expects the responses will be public after September 1.  Chesterfield working on IGA with WG+E.  Worthington waiting for MBI RFI now, to see if Matrix would be included. Who owns the poles is an open question, which may affect whether the state will support this model.  New Marlborough – no word on Frontier, they have asked Matrix to present. Jim working with Tim Newman on bringing WW to present.  New Ashford presentation went well. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| Other business which could not be reasonably foreseen | | | |
| Discussion Notes |  | | |
| Should WW respond to Shutesbury RFI for operational services? Jim, RFI is information only, does not make a commitment. The town does have information on our operational plans that they can compare to the responses. Craig will craft a response.  Leslie has gotten a copy of WG+E privacy policy. We should compare to OTT policy. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
| Distribute WG+E privacy policy to the group | | Leslie |  |
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| MEETING WRAP UP | | | |
| Set Next Meeting | | | |
| September 6, 2017 | | 6:00 pm | HCOG |
| Agenda Items | WG+E survey document – David D to send to all before next meeting | | |
| Adjourn at 9:15 pm | | | |