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| WiredWest Executive Committee |
| 9.6.2017 | 6:00 pm | HCOG |
| Facilitator | Jim Drawe |
| Minute Keeper | MaryEllen Kennedy |
| Committee Attendees | [x] Jim Drawe [x] David Dvore [x] Craig Martin [x] Bob Labrie [x] Jeremy Dunn [x] Leslie Rule [x] Charley Rose [x] MaryEllen Kennedy [ ]   |
| Guest Attendees | Trevor Mackie |
| Approve Minutes from 8/16/2017 [x] Yes [ ] NO [ ] Not Applicable |
| Called to order at 6:15 pm |
| Regional Broadband Solution |
| Discussion Notes |  |
| Bill payment policy: We’d like to know how many people have clicked on the link. Mailchimp has info on links clicked via the email that was sent, Charley will check. David – we could use Google Analytics, but David can’t get access to the account. We had a positive comment from Toby Gould (former Charlemont Selectman). 15 unique clicks from town officialsJim asked Bob Handsaker for a copy of the RFP they published in February. Highlights from Bob - they had responses from OTT and Westfield typical of what they had proposed to Leverett 4 responses to Shutesbury RFI – OTT, WG+E, Crocker & WiredWest. BB committee will meet next Tuesday to score the responses.Plainfield still doing due diligence, Jim has been responding to questions.David meeting with Bill Ennen tomorrow regarding guidelines document they will publish. He had asked about the clause that towns can not transfer network for 30 years – does handing off to MLP count? Jim – the town owns the MLP and thus the network, so it’s not a transfer. Gayle – Verizon allowed Shutesbury to include town and MLP on their application. SJC has ruled the accounts (town & MLP) must be separate. Enterprise fund manual does not cover Ch 164 organizations, or address the autonomy of the MLP manager. Becket town officials are in favor of Enterprise fund, don’t like DPU oversight.MOU - towns which don’t sign will lose voting rights in November. EC has agreed to push the date to Dec 15.4 towns have signed: Rowe, Washington, Windsor and New Salem.Becket officials are reluctant to sign. They feel it should explicitly state how seasonal residents would be handled (how to turn service on/off, what is the fee). Charley felt we should ask WG+E if they will charge – Jim WG+E contract does not state this, but we’ve asked that customers can turn service on & off – need to confirm they would not be billed if shut off. They also object to the 50% rule, due to seasonal residents. Jim & Craig will visit Becket to discuss. Goshen – Bob met with SB, they feel it’s premature to sign the MOU. They want to wait until they receive the state money. Chesterfield – they asked Bob to explain why they should go with WW, instead of WG+E (who said they are willing to be the operator). Bob will supply information they asked for. They are not ready to sign the MOU yet. Jim & Charley to attend the next SB meeting on Sep 18. Cummington MLP Manager – will sign MOU at the “last minute”Worthington – wants state decision on working with Matrix, probably won’t have a decision until November. The will have STM to vote on funding. MLP/BB may not want outsiders presenting.Frontier – Tim Newman reported new rate sheet needing an additional $1M, 3 towns remaining. They are pressing for state funding.Monterey – working with Adam Chait - 60% coverage – trying to get state to fund this buildout.Craig – towns should consider the challenges and cost of operating on their own.MBI is producing an additional RFI, for the 10 remaining towns. |
| Decisions/Outcomes |  |
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| Action Items | Person Responsible | Deadline |
| Add language re: seasonal customers to the MOU. | Jim | 9/8/17 |
| Set up meeting with Becket Town Administrator, Jim & Craig | Craig |  |
| Wording to update bylaw to reflect Dec 15 MOU date (or remove) & add seasonal customer change. | Charley | 9/8/17 |
| Post updated MOU to website, send it and hybrid policy to delegates | David | 9/8/17 |

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| MLP support |
| Discussion Notes |  |
| Communication re: Pole applications – who will be on the application. NGrid & MIIA are okay with putting both town & MLP on the applications, VZN said no. Plainfield & Shutesbury did put both on the application.Workshop – the accountant presenting on September 22 should report on current MLP accounting practices. Diedre has received our questions, she will respond, and Jim will forward to Donna McNichol & KPLaw. Charley – KPLaw may not want to answer questions for free. Someone from DOR will be attending. |
| Decisions/Outcomes |  |
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| Action Items | Person Responsible | Deadline |
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MLP Board/Broadband Committee Minutes

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| WG+E |
| Discussion Notes |  |
| Aaron has not responded to Jim’s email for status on our proposed contract. |
| Decisions/Outcomes |  |
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| Action Items | Person Responsible | Deadline |
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| September 13 BoD meeting planning |
| Discussion Notes |  |
| Jim will reserve the courthouse for next Wednesday evening at 7.David to send out reminder with request for RSVP.MaryEllen to find out whose term has expired, who replaced, who needs to be re-elected.Town updates – Jeremy suggests we display a summary of town status and just get corrections. David to request info from towns.  |
| Decisions/Outcomes |  |
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| Action Items | Person Responsible | Deadline |
| Send minutes of previous BoD to David | MaryEllen | 9/7/16 |
| Research terms of office for EC members | MaryEllen |  |
| BoD meeting reminder, with request for status update | David |  |
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| Committee Updates |
| Discussion Notes |  |
| Finance – Bob has been working with Roland and will make the refund account whole (credit card fees) by the BoD meeting. He is putting financials together with info from Melissa. He will follow up with Ed Donnelly. Question on how to handle the subscriber funds from withdrawn towns – Bob will ask Diedre about how long we can retain the funds and proper way to contact folks before then. Melissa working with Bob on invoices. |
| Decisions/Outcomes |  |
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| Action Items | Person Responsible | Deadline |
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| Ongoing Work / Other Business |
| Discussion Notes |  |
| We will remove any very critical comments on the Commonwealth from website & FB. |
| Decisions/Outcomes |  |
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| Action Items | Person Responsible | Deadline |
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| MEETING WRAP UP |
| Set Next Meeting |
|  | [Meeting Time] | [Meeting Location] |
| Agenda Items  |  |
| Adjourn at 8:51 pm |
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