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| Committee Name | | | | | |
| November 30, 2017 | | 6:00 | | HCOG | |
| Facilitator | Jim Drawe | | | | |
| Minute Keeper | MaryEllen Kennedy | | | | |
| Committee Attendees | Jim Drawe David Dvore Craig Martin  Bob Labrie Jeremy Dunn  Charley Rose MaryEllen Kennedy | | | | |
| Guest Attendees | Gayle Huntress | | | | |
| Approve Minutes from 11/2/2017 Yes NO Not Applicable | | | | | |
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| Review Nov 15 BoD meeting | | | | | |
| Discussion Notes |  | | | | |
| 2 more MOUs were signed at the meeting: Plainfield and Blandford.  2 towns see a problem with exclusivity cause in proposed WW & WG+E contract. It would prevent WG+E negotiating with any WW towns.  Heath still discussing the MOU, next meeting Dec 5.  Jim discussed accounting with Tom Scanlon (auditor, including for Leverett). Jim explained that an Enterprise fund seems too complicated, since the towns will not have many accounts and transactions. Tom had thought that the towns would be doing all the billing and collections. Tom agreed that Ch 164 accounting can be used.  Several towns still confused about the accounting method. Tom will write a memo explaining how accounts should be set up. They could be tracked on a spreadsheet; if using town’s accounting software, accounts should be segregated, since the MLP will not be subject to town’s audit (WW will be audited).  The reply from Sean Cronin did not object to Jim’s points in his letter commenting on the DLS guidance, Cronin’s major point was debt service must be handled correctly.  [Audit is a WW expense, should be excluded from town expenses. Law does not require that non-electric MLPs have fiscal year of 1/1 – 12/30, so broadband MLPs can use the town’s fiscal year 7/1 – 6/30]. Tom also asked about handling low income customers – Jim feels that it should be a WW function, not towns. Need to determine how to verify (school lunch, food stamps, fuel assistance) and how to account for this. General agreement that each town should be charged back for these discounts – it can help bring up subscription rates for the towns. | | | | | |
| Decisions/Outcomes |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| Send Jim list of current WW towns | | | MEK | | 12/1/17 |
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| Regional Broadband Solution | | | |
| Discussion Notes |  | | |
| MOU – 6 towns have signed, but we have not reached 5,000 potential customers. Gayle - Shutesbury has options which look better than WG+E or WW, so the BB committee is reluctant to sign the MOU. One member concerned especially about maintenance costs. Leverett is increasing budget for maintenance to $100k (was $70k). It appears that Leverett is being overcharged, WG+E says the connectorized network will save on maintenance.  Chesterfield has issues with word “may” for revenue sharing in the MOU (Shutesbury BB member also). Bob – in first few years we may take from contingency and then need to rebuild that fund. At BoD, Kimberly pointed out that most co-ops don’t distribute revenue back. Some towns have objected to 5 year contract length.  Gayle suggested going back to other potential vendors to see if we can get a better deal; we should emphasize to towns that WW is a total network management service.  Next BoD meeting 12/13, current MOU deadline 12/15. Should we hold to the date and make unsigned members non-voting?  Jim will contact OTT to see if they are still interested and what prices they would give for larger population.  Towns which sign the MOU agree to “negotiate in good faith,” so it’s fine to sign even if town is unsure that they will eventually sign with WW. If town doesn’t sign, they can’t participate in negotiation for the final terms. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
| Jim to send corrected version of MOU to David for website | | Jim |  |
| Post updated MOU to website | | David |  |
| Send email to delegates & town officials reminding of the MOU deadline of Dec 15. | | Charley |  |
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MLP Board/Broadband Committee Minutes

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| WG+E | | | |
| Discussion Notes |  | | |
| Jim has not gotten much feedback on the contract. WG+E had a few suggestions but no major changes – Jim updated the document and sent it back to them. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| Committee Updates | | | |
| Discussion Notes |  | | |
| Finance – Bob has written up the invoices, Melissa will send out.  Refunds – we can run through HCOG check machine, but will need to pay for the checks and add Roland as signatory. Bob will be working on this over the next few weeks; goal to complete all refunds for withdrawn towns by end of year.  Bob received examples for final report on the planning grants (other town reports), now he can complete to receive the final $11,000 reimbursements. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| Other ongoing work | | | |
| Discussion Notes |  | | |
| Jim – New Marlborough – the Selectboard voted to cease negotiations with Frontier. Selectboard turned the decision over to Broadband committee. They have 5 other options – Crocker, build your own (WW), Charter, Matrix & Fiberconnect.  Worthington – Charter stated they may not cover 96%; will return with 3 scenarios for coverage. Planning for Special Town Meeting in February. The town wants at least 96% coverage. Charter said no change in service level/cost in building fiber instead of coax. Next week Crocker & WiValley are presenting to the town. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
| Send Charter pricing spreadsheet to Jim | | Charley |  |
| Update spreadsheet comparing WW to Charter | | Jim |  |
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| Other business | | | |
| Discussion Notes |  | | |
| New Marlborough thinking of another signup campaign, targeted at second homeowners. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| MEETING WRAP UP | | | |
| Set Next Meeting | | | |
| 12/7 | | 6:00 pm | HCOG |
| Agenda Items | Agenda for Dec 13 BoD meeting | | |
| Adjourn at 9:00 pm | | | |
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