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| WiredWest Executive Committee Meeting called to order at 6:08 | | | | | |
| May 9, 2018 | | 6:00 pm | | HCOG | |
| Facilitator | Jim Drawe | | | | |
| Minute Keeper | MaryEllen Kennedy | | | | |
| Committee Attendees | Jim Drawe David Dvore  Bob Labrie Craig Martin  Charley Rose MaryEllen Kennedy | | | | |
| Guest Attendees | Gayle Huntress | | | | |
| Approve Minutes from 4/18/2018 Yes NO Not Applicable | | | | | |
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| Review May 2 BoD meeting | | | | | |
| Discussion Notes |  | | | | |
| New Marlborough has published an RFP for a vendor to build/operate a network. After choosing finalist they will compare with build their own/WW option..  Shutesbury – publishing Operations RFP on May 30 – decision in September. Gayle will help with WW response.  Jim expects draft contract from Deidre tomorrow. | | | | | |
| Decisions/Outcomes |  | | | | |
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| Action Items | | | Person Responsible | | Deadline |
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| Regional Broadband Solution | | | |
| Discussion Notes |  | | |
| No discussion. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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MLP Board/Broadband Committee Minutes

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| Westfield Gas + Electric (WG+E) | | | |
| Discussion Notes |  | | |
| WGE has been contacting some towns to work on customer service issues.  Gayle suggested asking for a direct contact with PVC, to eliminate some dropped issues.  David has found loading the map on the Autodesk website is very helpful during status meetings with WG+E. You can do markups and create links to the specific areas. This makes it easy to locate items during biweekly discussions. He has already posted instructions on the website.  Jim feels they need improved project management.  Still waiting for final version of WGE contract – Jim expects it this week.  June 6 BoD – add town contract & leave WGE contract vote in. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
| Update agenda for June 6 BoD meeting | | MaryEllen | 5/23/18 |
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| Executive Committee changes | | | |
| Discussion Notes |  | | |
| Charley Rose reported to Jim that he will be resigning since Worthington has chosen Comcast.  Bob moved, David seconded to accept the resignation of Jeremy and Charley – passed unanimously. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| Committee Updates | | | |
| Discussion Notes |  | | |
| No reports. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| Review other ongoing work | | | |
| Discussion Notes |  | | |
| Gayle – service poles. National Grid & VZN said to remove service poles from applications. Installers will want poles to be licensed. They plan to resubmit applications for the service poles. | | | |
| 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 |  | | |
| Gayle – design question How to distinguish a long drop from the network extensions. Jim feels there should be 2 bids – 1 for distribution network, 1 for drops (since you don’t know how many subscribers – should get a bid per drop – specifying drops of different lengths). Shutesbury does not want to include network extensions in the distribution – Jim feels that everything up to MST is part of the distribution networks. Shutesbury wants the costs for network extensions going up driveways to be separate, so they can charge owners. The MST comes with fiber attached.  There now are 2 port MSTs, can save some money.  Plainfield invited homeowners to look at the design, and some found errors. | | | |
| Decisions/Outcomes |  | | |
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| Action Items | | Person Responsible | Deadline |
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| MEETING WRAP UP | | | |
| Set Next Meeting | | | |
| May 23, 2018 | | 6:00 pm | HCOG |
| Agenda Items | Contract with the towns  Plan for June BoD | | |
| Adjourn at 7:28 pm | | | |
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