

**Minutes**

WiredWest Board of Directors Meeting

Cummington Community House

33 Main Street, Cummington MA 01026

Wednesday, April 10, 2019, 7:00 pm

**Welcome and Introductions**

Called to order at 7:15

**Approval of Minutes**

 March 13, 2019

Moved: Bob L

Second: Steve N

Result: approved unanimously

**Report from the Chair**

Doug reported from the MBI meeting in Worthington that local state reps stated that there is need for help with connecting premises. There will be a follow-up meeting to consider this, there may be additional funds to help with drop cost. Doug believes there won’t be reimbursement for driveway poles. Good time to talk with our legislators about supporting the drop costs.

Doug suggested if we know folks in member towns which are not using WW as an operator to ask them to withdraw so we don’t have problems achieving a quorum. David D - Charlemont

Mark Klitzke reports that Chesterfield plans to go direct with Westfield.

Doug spoke to Bill Ennen about CAF II – looks like it will work, starting on Sep 1, 2019, but no funds disbursed before 2021. It’s possible the first 2 years will be distributed as a lump sum then. We may want to discuss with our finance team, possibly do 1-year notes for 2 years, then pay off the notes and bond the rest.

**MLP accounting**

Jim distributed hard copies of Chart of Accounts for WW and town MLPs and explained. We don’t need to worry about account numbers now, our accountant will assign.

Some discussion about the fees for processing payments. Credit cards are higher. Doug suggests strong encouragement of folks to use ACH or include cost of processing in the MLP fee. Jim to research debit vs. credit card. Jim did include the cost of credit card processing for 30% of subscribers in his sheet and it still works.

David Dvore stated that if an Enterprise Fund used, the MLP will still need a fund to receive annual distributions from the MLP coop.

**Update on WG+E Contract amendments**

Jim met with John & Rich 3 times, going over the entire contract. Jim agreed to push out KPI reporting by 18 months. Jim has requested a lower wholesale contract rate (to the rate tier). John Leary said the contract is under review by the general manager, still waiting for the response.

**Review Rowe’s signup event**

David reports web development is outsourced, the standalone site for Otis cost them $25,000. Website for Rowe (with WiredWest logo) was due 1 week before signup event on March 30 – it was late. They just forwarded the WW domain name to WCF, so if you don’t use the town name, you get to their main site.

Jim expects they will fix the web site.

Rowe has 130 signups so far – David expects to reach 80%. WCF does provide access to the back end, so towns can track progress. About 75% chose 1Gb. There was some confusion between responding to David’s recent survey and signing up on the new website. Construction timeline – expects to complete 1 FSA by June, then will be doing some testing. A couple of months to complete the other FSA and installations.

**Committee Updates**

**Finance**

Issued 539 refunds through automated process in about 5 weeks, ~$27,000. It’s working well now. We will be contacting subscribers of withdrawn towns telling them how to apply for a refund and noting they can make it a donation for work done on their behalf in the past. We will now accept a scanned document that includes a signature. We will scrub the Mailchimp file by removing everyone who gets a refund.

Bob Labrie has been working with Baystate, the new accountants for HCG. Processing expenses is working well. He is still working on a statement. He will be contacting towns which did not pay dues, including Chesterfield which has just withdrawn, emphasizing we will have to pay for processing refund checks for their subscribers. Mark Klitzke thinks the town may remain as non-voting member

**Town updates**

Goshen – Wayne Glaser is main person, the other Municipal Light board member favors WW. Third position will be open. Town plans to decide at end of CY2019.

Becket – working on getting an advance for make ready costs already received, don’t want to borrow from stabilization now since it must be repaid by end of fiscal year. 220 pole replacements – town paying for ~140.

Windsor – MBI make ready estimate was about $425k, so far, it’s $675k (over 100 replacements). Bill Ennen offered to facilitate based on currently known costs to speed up reimbursement.

New Salem signed the WW Service agreement at the meeting.

Rowe – David has asked the Conservation Committee to provide an RDA for the whole town for underground service installations. Phone-only option – John Leary quoted $17 for this option. This is a CAF II requirement. Offering free installation during initial construction to attract the most customers at first. Offering phone only does get the house connected. Jim suggested the rate should not be too high, should be competitive with low cost Verizon service.

**Other Director Input**

**Confirm and Schedule next BoD meetings**

May 15

June 12

**Other business which could not be reasonably foreseen within 48 hours of meeting**

**Adjourn**

9:20 pm

Next meeting – decide phone-only fee