

WiredWest Executive Committee Meeting Minutes

Date / time: Wednesday, 1 May 2019 6:00 PM

Location / address: Hampshire Council of Governments, 99 Main Street, Northampton, MA

Called to order at 6:16 pm

Attending: Bob Labrie, Doug McNally, Jim Drawe, MaryEllen Kennedy, David Dvore

Guest: Kent Lew

1. Approve minutes of previous meetings – *April 17*

*BL moved, mek 2nd - approved*

1. WG&E contract update – Jim received an updated contract and forwarded to the EC just before the meeting. It appears they did not change the prices as discussed (phone charges increased from $12.03 to $12.95). We are deferring further discussion until we have time to read the document. Jim will contact John Leary for clarification of any questions.
2. Pricing - Phone only: David has had some queries about this service, likely more attractive to folks who don’t have excess drop costs. There is still talk about subsidy for service drops, especially if the Last Mile fund is not exhausted.
3. Accounting – Bob Labrie is maintaining a refund tracking worksheet. He has transferred $7,000 to cover the latest refunds we have sent. We have not yet billed George Propane – Bob was looking for our invoice form. Jim will check for records left by the accountant. We have outstanding bill from PURMA for ~$7,000. Bob will bill member towns for payment on July 1, and we’ll ask towns to pay promptly. Jim cancelled the payroll service.
4. MLP accounting – David hoping for an explanation of the Chart of Accounts to review with the town accountant. DLS has said if town borrows money, the debt must remain with the account. Jim – insurance is with the MLP, so the town should not own the asset. Kent – may not be able to transfer the network until all construction is complete. It may not matter who owns the asset, as long as it is not double-booked. Jim – book the assets on the MLP books (Kent – most towns don’t have fixed assets on their books). The borrowing account should be on the town side, but assets will be on MLP side. Depreciation won’t be booked until at least the end of the FY, likely the network can be transferred to the MLP by then.

 Jim’s daughter is willing to keep our books for $25/hour.

Motion: to authorize Jim to contract Jessica Drawe for accounting services. Moved – David, 2nd Bob – passed unanimously.

Jim – DCAMM announced that the law library must leave the Old Courthouse by July 1 for renovations. We will need to change our address. Jim will acquire a PO Box. We will need a new physical location.

1. Escrow Account / Refunds status – see #4
2. Member town status - Blandford folks are sending in standard form refund requests – so may be going alone, Ashfield paid no dues, Plainfield, Charlemont, Cummington withdrew. Heath & Leyden still uncertain.

4 towns have signed agreement, Goshen and Becket still uncertain. We want to keep conversation going with those 2 but need to be make decisions with current members in mind.

Goshen town election next Saturday, Wayne is unopposed. Another SB member will be resigning, likely will have a special election.

1. Agenda for May 15 Board of Directors meeting – agenda was created and will be posted later next week.
2. Marketing – David does not feel that Westfield did not do much outreach. Plainfield had 32% signup rate after 1 session – will be paying WCF for another one. Westfield did not show much interest in publicizing the phone option. David has ~75% of subscribers taking phone service.

We will prune the Mailchimp subscriber list. We can keep the original list in case it’s needed to publicize refunds, etc. David has created a Mailchimp list of Rowe subscribers. He has identified the influencers in town, putting newsletter updates out regularly. People are following updates on the Rowe page on the WW website.

Kent will be asking Westfield to just send 1-2 people, including a CSR, for presentation to assure folks that this is a local service. He plans to lead the session.

Doug wants to emphasize that 1Gb is what’s needed for the future, the 25 Mb is an economy option.

1. Website postings - Jim reviewed the website that WCF has created and sent feedback. Stripe account has been set up.
2. Committee Updates
3. Review other ongoing work, including meetings, conference calls
4. Other business which could not be reasonably foreseen within 48 hours of meeting
5. Set next EC meeting – Tuesday May 7 5:30 pm – just to discuss the WG&E contract