

**Minutes**

WiredWest Board of Directors Meeting

Cummington Community House

33 Main Street, Cummington MA 01026

Wednesday, November 13, 2019, 7:00 pm

**Called to order at** 7:02 pm

**Welcome and Introductions** 5 minutes

**Approval of Minutes**

September 18, 2019: Moved by Steve Nelson; Seconded by Bob Labrie; Approved unanimously

October 16, 2019: Moved by Kent Lew; Seconded by Bob; Approved unanimously

**Report from the Chair**

Doug McNally shared a clarification about the Governor’s initiative announced last month. Towns will be reimbursed $500 for every home that takes service up to 70% of the PDUs. The premises must be signed up during the initial sign-up period. Bill Ennen advises extending the sign-up period until a short time before building the last FSA. The governor is doing this because he believes that towns need a 70% signup rate to be viable and does not want the sign-up period to drag on beyond initial construction. The money for this is all allocated, so payment will come quickly. We need to clarify whether reimbursement is for homes signed up or homes actually connected.

**WiredWest Vision statement**

Steve reviewed the document and proposed some changes. He will give Jim his notes for updating. Jim will distribute to the delegates after editing.

Doug moved “we instruct our ED to take the comments on the vision statement and incorporate them and send to the board members. Absent any material objections, post to the website.”

Seconded by MaryEllen Kennedy, the motion passed unanimously.

**WiredWest pages on WCF web site**

Jim and David have drafted some updates about operational info for subscribers and it will be posted on the WW web site.

Kathy Soule-Regine noted that subscribers will need at least 2 battery backups – 1 for ONT and 1 for router/TELO. Jim Drawe pointed out a phone base station will also need backup power for the phone to work.

The town of Leverett contacted local electricians and published a list of electricians for folks who need work.

Jimstate folks should be advised to test their speed using the Westfield speedtest, not over Internet. There are cables available beyond CAT6 and the SmartRG router wireless is no longer state of the art, so it may be hard to demonstrate speed close to 1Gb in most homes.

The WCF site has been updated so the WW Terms & Conditions are now seen there.

**Service Suspension definition change**

This was in the updated T&Cs sent to everyone. The change: suspensions can be started once per calendar year. Jim will send to John Leary for updating – Doug asked JL be reminded to change for our WW towns.

**Options for Middle Mile connection: AAP or CAI**

Rowe has an (Alternate Access Point) AAP connection, New Salem chose Community Anchor Institution (CAI) based on WCF recommendation. There are tradeoffs – Axia can monitor CAI connections and is responsible from the POI to the hut, but CAI must allow “open access.”

Jim was asked to get better information from WCF comparing these 2 options.

MaryEllen to send information we have on these options to Jim & EC

**Committee Updates**

**Finance**

Bob Labrie requested that we get details of work done by Drawe Enterprises on the invoices, so there’s no question of what we’re paying for. We have internal controls in place and have documented them.

Escrow account has $204,696.25. We do plan to do a mailing to depositors who are not in WW towns reminding them they have a refund due.

Jim handed out the reconciliation summary for period ending 10/31/2019. We are currently receiving approximately $15,000/month for Rowe subscriptions before payment to WCF. Rowe had a few folks who never opened the mail asking them to set up accounts and make payments – didn’t know they were overdue until service was shut off. We can see payment information in the dashboard – Jim is working with WCF to fix some problems he’s seen.

Jim handed out the Profit & Loss Budget vs. Actual – we’ve earned $21,000 from Rowe from July to October.

Jim has a letter from National Grid increasing the rate for pole attachments – 2020 single owner rate $19.15, joint $9.58 (2019 rates were $13.77 and $6.89, respectively).

**Town updates**  20 minutes

Kathy reported some issues New Salem found when people sign up – people who sign up for 2 different levels of service, or twice with different emails were not seen as duplicates, so were able to register twice. Jim reports that a lot gets cleared up by installation time. Kathy recommends that towns keep their own count and keep an eye on the signup site.

Kent Lew asked about folks who signed up but forgot to say they made a WW deposit. Jim supplied a spreadsheet defining who had made deposits to Rowe. Jim will do an update for our towns too. The first bill will be significantly larger than normal – may include 1 partial month + 1 full month + activation fee + non-standard installation costs.

**Other Director Input** 5 minutes

Jim expects we’ll be building rings which include members and non-members. How to partition costs for any shared backhaul? Premises, traffic? Doug proposed based on #customer for each rate. Jim likes doing it just on the number of customers.

The first ring will likely be New Salem & Wendell.

Kathy does WiredWest have a generator maintenance plan? Jim has asked United Concrete to find a maintenance supplier for generator and HVAC.

Emergency backup contract? Jim reports we have a verbal agreement that we don’t need a contract until we have 3 towns live. We will execute a contract to have our own backup with WCF, who will handle dispatch. Kent reminds us that WCF does not have ability to monitor the environmental sensors in the hut.

**Confirm and Schedule next BoD meetings**

December 11 (EC Dec 4)

January 15 (EC Jan 8).

We will make Board meetings the 3rd Wednesday of the month and EC the 2nd Wednesday. Feb 12 & 19. Snow days for the Board will be the next Wednesday.

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

**Adjourn** 9:16 pm