

**Minutes**

WiredWest Board of Directors and Executive Committee Meeting

Online

Wednesday, May 20, 2020, 7:00 pm

<https://global.gotomeeting.com/join/430792053>

(224) 501-3412 Access Code: 430-792-053

Attendees: Art Schwenger, Jim Drawe, Jeff Piemont, Jeremy Dunn, David Dvore, Doug McNally, Steve Nelson, Bob Labrie, Kent Lew, MaryEllen Kennedy, Kathy Soule-Regine

Guests:

Called to order at 7:01pm

**Welcome and Introductions**

**Approval of Minutes** April 15

Moved: David, Second: Jeremy – approved unanimously

**Report from the Executive Director**

Warrant was distributed to EC. There were no questions. Jim will mail a copy of the warrant to Doug along with the checks to be signed.

Warrant approved by the EC (voice vote)

Financials were distributed to delegates

Jim will produce FY2021 budget but needs some information from the towns - start dates and projections for rate of customers coming online. Jeremy reports Becket is waiting until make ready is complete, date unknown, so it is hard to forecast when construction will begin. DM – Windsor and Becket are prioritized for remedial make ready. Windsor now expecting first customers in November.

In July, Jim will produce a P&L for the towns which have gone live, for financial reporting to the Selectboard.

MIIA is the choice for insurance. Jim will check whether he was told by PURMA that we could withdraw and forward. Washington had an auto take out a pole, Kent working on gathering information needed, Jim is working with WCF to make sure we have a process for this type of incident.

Another spool of microduct ordered for Windsor. Doug will pick up. We are charging $.30/ft + sales tax. Kent will share spreadsheet for tracking costs. Long lengths should have handholds, especially at bends. Better to consult with Joe Parda about long UG drops. Kent will share his document on underground planning/preparation.

Jim has a cron job which runs weekly and sends email to 100 depositors from nonWW towns at a time, reminding them of their refund. Allows them to request the refund or donate. We should have covered them all after 40 weeks. At the end, will follow up again with non-respondents and then hold remaining money to send to AG. Some concern from Becket about folks who may have moved or the money transferred before they are finished with the build. Bob will check with the Treasurer’s office on how to handle this.

**Treasurer’s position**

Job description was distributed. Jim recommends a stipend of $100 per month for Treasurer and also for the Clerk. Moved by Doug, seconded by DD – approved unanimously.

Jim sent updated version of bylaws, including allowing Treasurer position held by a non-member. First reading has been accomplished and voting to approve will be at next meeting.

**Emergency restoratio**n

WCF is planning to place a company on retainer for emergency restoration. They are working on a IGA with towns for this. Cost was about $30k for 3 trucks. Plan to charge back towns by mile, but priority will be given to towns with highest number of affected customers. WW was considering hiring our own crew, but with only 2-3 towns now it is not practical. David is concerned that our small towns will be very low priority. Restoration of fiber must wait for utility work. Doug points out that the utilities don’t work by town boundaries, they prioritize distribution. Jim – power companies must wait for towns to clear debris. Jim feels the contract will be between WCF and WW, not the towns. Kent – our contract was that we would contract as a co-op. It also states that the WW towns will prioritize the restoration.

**Digsafe and NJUNS (Verizon pole tracking)**

Jim is checking whether WCF has sent as-builts to Digsafe. It is in our contract that they will do the Digsafe walkouts. David has not received the as-builts yet from WCF, but he got documents from contractor who did the UG work.

Digsafe said WW could become a member and receive notices for our towns. Jim had an agreement with WCF that we would notify them and they would send a contractor to mark the lines.

WCF is offering to handle Digsafe or NJUNS work for the towns for a fee. NJUNS used to coordinate moving lines on utility poles. Used to notify owners when wires need to be moved. David is a contact for Rowe. Jim – WCF agreed to do the NJUNS work as part of maintenance.

**Waiver of activation fee**

Question about rentals, some concern about volatility. Jim suggests that new customer incurs activation fees, owners with high turnover should be the customer and add charges to the rent.

**Finance Report**

**Town updates**

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

Covid-19 job loss – any way to defer payment or other solution? Person who asked is now okay, but David wondered if there is any solution for them. One option – offer lower speed for lower cost. Steve – FCC had policy which many providers have agreed to – not to terminate service through June 30.

Next month will be Jeremy’s last meeting, Jeff will become the delegate. We will need another meeting platform. Doug has a Zoom account – he will create a recurring meeting and send information to David as town liaison.

Bob L – should we have a digital repository for critical documents, e.g. bank statements. Jim recommends Dropbox – he will create a shared folder for WW.

Kent – neighbor had signed up for 25Mbps service and could not be activated, it was solved by changing to 1Gb (Bradley said it also happened in New Salem). He is not sure if it will be changed back. Jim asked for the names involved, Kent to discuss first with WCF.

**Adjourn** 8:28pm

**Confirm and Schedule next BoD meetings**

June 17

Future - every 3rd Wednesday