

**Minutes**

WiredWest Board of Directors and Executive Committee Meeting

Online

Wednesday, November 18, 2020, 6:30 pm

Join Zoom Meeting on your computer

https://us02web.zoom.us/j/6216016888?pwd=aTRMRHJlMHZmdXFrYWxtZTZmUlZYQT09

Meeting ID: 621 601 6888 Password: 1S1Z9i

Or Dial in telephone: +1 929 205 6099 US (New York)

Meeting ID: 621 601 6888 Password: 894680

**Attendees:** Doug McNally, Jim Drawe, David Dvore, Don Hall, Art Schwenger, Kent Lew, Sheila Litchfield, Jeff Piemont, Bob Labrie, Kathy Soule-Regine, MaryEllen Kennedy

**Called to order at:** 6:30 pm

**Approval of the warrant by Executive Committee**

Moved: Kent

Seconded: MaryEllen

Discussion: David expected to receive the pass-thru amounts for municipal buildings. The funds should be included in the warrant. Jim will make sure they are included.

Result: approved unanimously

**Approval of Minutes** *October 21*

Moved: David

Seconded: Art

Passed unanimously

Doug warned towns under construction to really monitor underground installations, to ensure as many as possible get done before the ground freezes.

**Report from the Executive Director**

Jim has received 4 estimates for environmental monitoring before the meeting

He asked for quotes to monitor smoke fire, temp, door entry, water, generator failure. In general, it will cost about $2,000 to set up; monthly charges vary. Jim did not ask about monitoring fuel amounts, suggests each town contact their provider about monitoring (most companies do have a wireless solution for monitoring). Becket plans to use an existing town system, that will be fine.

Jim will need to know the appropriate contacts for each alarm type. Doug asked him to send a form for gathering this data. He would also like a list of which sensors are installed in the hut.

Emergency services contract: Jim signed the contract with Westfield, which he sent to all delegates.

Signup report: Jim displayed the report which he had sent to delegates and got some feedback on the numbers. Disconnects often reflect a customer who has moved out, but there’s usually a new account already signed up. Doug noted Windsor has about 22% taking 25Mbps service and feels many of them would not have subscribed to the higher priced service. He already has gotten inquiries about upgrading to 1Gbps.

Kathy – New Salem received a bandwidth report, showing we are using close to 1Gbps very often, so NS plans to upgrade to 2Gbps backhaul very soon. Jim says our contract includes online reporting, but we have not pushed this yet. David noted that WFC estimates about 3.7Mbps average per customer for planning purposes.

The migration of all towns served by WFC to MPLS is designed to provide shared backhaul and redundant paths in the future.

**Finance Report**

Refund status: Jim displayed the information on towns and when they withdrew, showing when remaining towns will need to be turned over. Jim sent emails to the last of the subscribers. Bob has acquired the software needed to upload to the Commonwealth - $295 this year, then $395/year. When the number of uploads falls to 99 or less, the software will be free. Doug asked if we have notified the towns of pending move of escrow funds. Jim will contact them after Dec 1 with the number of pending refunds, but not the names. Jeff – this is what the escheat law is for, also we should be clear to the towns that we can’t just give them the money, it must go back to each person who signed up.

P&L: Since July, we have income of $108,382. Heath – first FSA expected to be online in early 2021, Becket in June 2021.

**Town updates**

Jeff asked if towns have any policy manuals, Becket would find examples helpful. He also asked about how to choose the correct level for businesses (small, medium, large). Doug – small is just for a business with few employees but no public wifi. Medium, larger business or one with public wifi. He expects campgrounds to be medium level if they have no customer wifi, otherwise large. We may need to monitor usage and move to a higher tier if traffic seems excessive. The acceptable use policy does include excessive bandwidth as a violation.

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

**Confirm next BoD meetings**

December 16 6:30pm

Future - every 3rd Wednesday at 6:30pm

**Adjourn**

Art moved

Jeff seconded

Adjourned at 7:41 pm