

**Minutes**

WiredWest Board of Directors and Executive Committee Meeting

Online

Wednesday, July 21, 2021, 6:30 pm

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

Guests: David Gordon

Called to order: 6:30 pm

**Approval of the warrant by Executive Committee**

Moved by Kent, seconded by MaryEllen

Discussion: Kent asked what is “Lightspeed maintenance”? David answered it’s from Nokia. The warranty has run out this is for the [yearly] maintenance contract. Jim added that it covers firmware upgrades and replacement on failure. It was billed by WFC.

The warrant has been amended to include Windsor’s distribution, this is what we’ll approve.

|  |  |
| --- | --- |
| **Name** | **Vote** |
| Doug | y |
| David | y |
| Kent | y |
| MaryEllen | y |

**Approval of Minutes**

 June 23, 2021

Moved: David, seconded: Sheila

Result: unanimously approved

 July 14, 2021

Moved: David, seconded: Doug

Result: unanimously approved

**Report from the Executive Director**

Jim had sent his notes to delegates. Our finance information was sent to the auditors, Jessica is updating procedures. Auditor will observe her creating the warrant via Zoom next month. Expects results in 2-3 months. Kent asked if we straightened out the billing from WFC last month. It was resolved, but Jim is still working some issues.

Heath pole – not sure if TriWire will bill, Sheila will check on that. The power company may have replaced the fiber.

Jim has sent V2 of ring contract – would still like comments. He’ll wait till next Monday to send to Deidre for review. He will send it to all 22 towns for potential use. Doug reports Kimberly may also be working on an agreement.

CRM access – Jim is meeting with Caitrin regarding additional information and reports. Kathy asks that he request full information for customer requests, which are now hard to follow, especially if they are not technical. We see people ask for connections, but they are not completed, and we can’t see if there’s been any followup.

Jim reviewed the finances seen in the warrant. Once warrant has been approved, the revenue sharing checks will be signed and sent to the towns. The checks will be for the MLP, not the town. Maintenance contracts for equipment will be a WiredWest expense.

Jim is still waiting for information on a maintenance contract.

The WCF contract ends in 2 months. Jim wants to do a short term (<= 3 years) contract since member towns are still under construction. He will argue that WiredWest has more subscribers that any town, so should get better terms.

Jim is examining bills, found some disconnect/reconnect customers who were prorated, has contacted Arlene on this. Also noted that our contract says we get the discount as soon as they reach 5,000 customers and asked that our June bills should have excess refunded.

**Election of officers for FY22**

Chair: Doug McNally

Vice-chair: David Dvore

Clerk: MaryEllen Kennedy

Kent moved to elect the existing slate of officers (above), Jeff seconds.

Roll call:

|  |  |
| --- | --- |
| Becket | Y |
| Heath | Y |
| New Salem | Y |
| Rpwe | Y |
| Washington | Y |
| Windsor | Y |

The slate is elected unanimously

**Hut monitoring**

Jim spoke to Joe P. He is waiting for one vendor quote. Jim asked him to set a deadline of Aug 2. He will sign the contracts for all the towns. Equipment + installation will cost $13,000, and will be paid for by the towns since they will own the equipment. It is okay to pay this from the construction budget. It should take 4-6 weeks for implementation. It has not not decided who will do the monitoring – Jim prefers the NOC do it. Each town need to idenify who will act on the different alarm types.

**Backhaul resilience**

MBI has provided a partial solution, some towns are planning for the second circuit. Doug – MBI left unclear whether a month-month commitment is possible. He was told by Bill Ennen that it was initially expected to be a temporary solution and that long term contracts should not be needed. BE & EOHED are pushing the use of COVID funds to improve network backbones and help with debt reduction. They want WCF to design the rings and resilient network. MBI was expecting that state agencies and municipal governments would all connect to the Middle Mile, but they have not. They only have the WCF towns as customers these days. Doug thinks towns should insist on a month-month contract. David reminded us that they did say there is a month-month option on secondary circuits. Jim – Verizon is a possibility for alternate provider. Jim has asked that the towns participate in the development of solution, but WCF thinks it will take just a couple of weeks. He sent a paper on MPLS – we want resilient MPLS. Jeff recommends we form a small group to recommend what we should adopt. Doug recommends we offer to help MBI find the funds to do a long term solution. Bill Ennen suggested we contact our federal legislators about our reliability issues, so they can include funds in the infrastructure act for improved backhaul.

David spoke to Michael Baldino and Cornell at MBI. They have no intention of upgrading the POIs to make them all part of rings and fully redundant. Towns also have a single point of failure in their connection to a POI. Rowe could also use Crown Castle as an alternative.

**Finance Report**

Vote to approve of budget for FY22

Moved: Doug, seconded: Jeff

Discussion

|  |  |
| --- | --- |
| Becket | Y |
| Heath | Y |
| New Salem | Y |
| Rpwe | Y |
| Washington | Y |
| Windsor | Y |

Passed unanimously

**Town updates**

Jeff – Becket FSA1 should be turned over to WCF 1st week of August. FSA5 early September.

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

**Confirm next BoD meetings**

August 18 6:30pm

September 15 6:30pm

Future - every 3rd Wednesday at 6:30pm

**Adjourn** 8:08pm Sheila moved, David seconde**d**