

**Minutes**

WiredWest Board of Directors and Executive Committee Meeting

Online

Wednesday, October 20, 2021, 6:30 pm

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

Called to order at: 6:30 pm

**Approval of the warrant by Executive Committee**  5 minutes

Moved MaryEllen, Second Kent

Discussion:

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

**Approval of Minutes** 5 minutes

 September 15, 2021

Moved Kent, second Jeff

Passed unanimously

**Report from the Executive Director** 15 minutes

Reminder that towns don’t need to have Asplundh to work on trees around poles which don’t carry electrical service. David mentioned trimming trees along the backhaul path at the same time, we agree he should go ahead, but the other towns which will be members of the ring should share the expense.

Most towns have implemented the MBI second circuit. Rowe & New Salem remain. This saved a number of towns from outages during a recent break in the MBI circuit. Sheila – Heath was out for 15 hours.

WCF will be updating the RRR designs for the clusters, so it may take several weeks before we see updates. We have asked for no single points of failure and dual providers.

Revenue since July 1 (see Jim’s notes)

Maintenance contracts will be a WW expense. It will be the same cost for each town.

The cost of the consultant who developed the hut monitoring bids was not presented to the towns in advance, so towns should keep that in mind. We are warned there is a delay in installing monitoring due to supply chain issues.

We should have been billed for a maintenance contract (due in August), Jim expressed concern to WCF.

Jim had one contract meeting with WGE, still trying to get a second meeting scheduled. Doug reports that WGE will want a longer contract – Jim says most towns have signed 5 year contracts.

Jeff reports that Becket is lacking in installation crews since July. Doug suggests speaking to Bill Ennen who has been monitoring the installations.

**Apportioning maintenance/repair expenses** 15 minutes

Should all expenses be WiredWest or are there items which should be charged to a town?

Jim – it’s simpler to have all bills go to WW.

**Hut monitoring** 10 minutes

Report on any progress. Possible vote if WiredWest action is identified.

Covered in ED report.

**Backhaul resilience** 10 minutes

Report on any progress. Possible vote if WiredWest action is identified.

Covered in ED report.

**WCF**  15 minutes

Discuss current performance and any feedback for future contract negotiations

David notes that the towns were mostly shut out of the network design plans, though things seem to be a little better. He’s concerned they are losing key technical resources and have limited capacity for design/support of the network equipment. Doug one option is doing an RFP for a new ISP/network operator. We do have WW representatives in all the Geo clusters, where we can highlight that they need to keep some technical people on board and make them available to the MLPs.

Sheila reports that the Northern cluster has been meeting separately and it’s a good opportunity to show other towns the benefit of belonging to WiredWest.

**WARRANT PROCESS** 10 minutes

David pointed out that we can’t discuss the warrant outside of a meeting.

Jim – can publish the warrant with 2-3 days to approve. If we have concerns, each town would contact Jim and he can make corrections

Kent – we could have a standing meeting. If the warrant is published 2-3 days in advance, then we could decide to hold the meeting if discussion is needed.

We will schedule the EC meetings 12 months in advance. If cancelled, the convenor can open the meeting and announce the cancellation.

Jim – Jessica must wait for Arlene to publish the bills, but we can just go ahead with whatever has been submitted by the deadline of Wednesday morning of the meeting.

**Finance Report**  10 minutes

Escheat update – vote to renew software license

Doug moved to approve the expenditure of $395 for the escheat software, David seconded

Discussion: Bob confirmed that our uploads were too big to use the free software and this package is the least expensive option. It’s possible that we’ll be able to finish uploading the remaining towns next year so this will be the last time the software is needed.

Result:

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

 Passed unanimously.

Jim presented the budget to actual for the first quarter. We have fewer subscribers than planned, which lowers some expenses as well as income. However, the net income is $210,266, + 64% over budget.

**Town updates** 15 minutes

David was contacted by a member of the Commonwealth Rural Policy Advisory Commission, asking how WW is doing and if they can help. Kent says they are supporting broadband. Since we have already completed our networks, debt relief might be helpful since other towns are getting aid with their construction costs. Jim – bring up MBI and the problems we’ve had with them. Doug – Bill Ennen is also working on relief for the construction debt.

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

**Confirm next BoD meetings**

November 17 6:30pm

December 15 6:30pm

Future - every 3rd Wednesday at 6:30pm

**Adjourn** 8:36pmKent moved, Art seconded