

**Minutes**

 WiredWest Board of Directors Meeting

Online

Wednesday, January 18, 2022, 6:30 pm

Attending: Jim Drawe, MaryEllen Kennedy, Doug McNally, Don Hall, Jeff Piemont, Kent Lew, Sheila Litchfield, Bob Labrie

Guests: Brooke Shulda (for Rowe)

Called to order at: 6:31 pm

**Approval of Warrant #13 by Executive Committee**

Moved: ME

Seconded: Kent

Discussion: Kent reported there is a correction NS Lifeline credit should be $27.75 reducing the total by $.25

Moved: Kent to amend

Second Doug

Doug Y, Kent y, ME Y

Amendment approved

Vote:

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

Result:

**Approval of Minutes**

January 4, 2023

Moved: Doug

Seconded: Sheila

Discussion: Sheila asked about the paragraph reporting that Kent was asked to cooperate with WCF. Suggested change to ‘collaborate.’

Vote: deferred to next meeting. MEK to send updated copy to delegates.

**Executive Director’s Report**

See notes sent to all delegates by Jim.

All should review their pole licenses to make sure that all poles are being used. Jeff asked if it would be better to keep some which might be used later. Kent – there may not be make ready costs, but new application fees, etc. would apply. Licenses are approximately $14/year/pole, so it may be cheaper and easier to keep them. Doug reports that a couple of poles had to be replaced after being licensed and the utilities covered the cost of replacement.

Jim has had difficulty getting WCF to dispatch tree workers. See his note for a suggested contractor. Doug is using a local company for tree work that is not in electrical space. Kent notes that FRCOG has procurement service which now includes a tree service. Sheila – the list of trees to be trimmed was developed in February 2021 and they have been unable to engage Asplundh. Doug – Asplundh does not do preventative tree work. Sheila is negotiating with 2 companies and wants to have a service contract for ongoing work. The proposal from WCF for twice yearly rideouts was too expensive, so we did not engage. Jeff feels we should push back with WCF since the contract does say they would provide “tree service.” Doug reports his Highway Superintendent is looking at trees, suggested others check with their Highway Department and/or Tree Warden for monitoring.

Fiscal 2022 audit should be done in 2 months. Jim is trying to sign a 3 year contract so future audits will be more timely.

Windsor increased backhaul to 5Gb, does not seem to have improved the service. Don said it has improved speeds somewhat, but there is still buffering on some streaming services from some customers.

Jim has requested WCF to remove the George Propane fiber.

Remember to provide vendors with ST-2, ST-5 and W-9 for non-tax status.

**Review and approval of RFP and contract**

Jim shared the RFP document. He received no feedback to the latest revision he shared.It will be sent to our counsel to review after its approved by delegates. The deadline will be 2 months for responses.

Moved: Sheila

Seconded: Kent

Discussion:

Vote:

|  |  |
| --- | --- |
| **Member Town** | **Vote** |
| Becket | Y |
| Heath | Y |
| New Salem | Y |
| Rowe | NP |
| Washington | Y |
| Windsor | Y |

Result: Approved

**Update from Treasurer on investments, vote to approve Directive**

Doug sent his proposal for rules on managing the investments to delegates. He displayed and discussed it during the meeting, including restrictions on where the money should be deposited. A paragraph was added requiring sending monthly statements to the accountant.

Moved: Sheila moved to accept the document as presented.

Seconded: Kent

Discussion:

Vote:

|  |  |
| --- | --- |
| **Member Town** | **Vote** |
| Becket | Y |
| Heath | Y |
| New Salem | Y |
| Rowe | NP |
| Washington | Y |
| Windsor | Y |

Result: approved unanimously. Doug thanked Bob for all his work, Bob included Kent and Jeff.

**RRR update**

Eastern towns met. Jim sent an example sharing contract. Wendell and New Salem will develop their own, each cluster has a different metric at this time. Jim has asked for regular reporting on all clusters. Kent has been getting regular reports. Doug feels that WCF has reacted to our negotiations. Brian reported to him that they have hired an additional town liaison (and are planning a third). Brian will be the liaison to all WW towns.

**Finance Report**

See the spreadsheet in P&L folder. 2,547 active customers.

Maintenance costs are higher than budget,

**Town updates**

Kent reports progress on billing for installations. WCF intends to give customers a firm quote for all (overhead) installations (UG will have a caution). They will bill the customer and the town, the town will not be billed until the customer has paid. This is part of contract negotiations with ITG who have won the new contract. Costs will be slightly higher, base price will be up to 250 feet. Doug said that WCF wants consistency on town subsidies for installations, whether they bill the customer for subsidized or full cost and if the town must refund the subsidy to the customer.

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

**Confirm next BoD meetings**

February 15 6:30pm

March 15 6:30pm

Future - every 3rd Wednesday at 6:30pm

**Adjourn** 8:04pm

Moved: Sheila

Seconded: Kent

Vote: Approved by voice vote