

**Minutes**

WiredWest Board of Directors Meeting

Online

Wednesday, September 20, 2023, 6:30 pm

**Attending:** Doug McNally, Jim Drawe, David Gordon, Sheila Litchfield, David Dvore, Bob Gross, Jeremy Dunn, Don Hall, Bob Labrie, MaryEllen Kennedy, Kent Lew, Kathy Soule-Regine, Simon Zelazo

**Called to order at:** 6:32pm

**Approval of Warrant #6**

Moved: Kent moved to approve the warrant for $126,275.10

Seconded: Sheila

Discussion: none

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

Result: approved unanimously

**Approval of Minutes**

September 5, 2023

Moved: Sheila

Seconded: Kent

Discussion: none

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

Result: approved unanimously

**Executive Director’s Report**

Jim sent his notes to the delegates. He received a copy of Washington’s build documents – dated October 2022. Kent found the cut sheets reflect changes, but the maps have not been updated. Tom Flaherty had stated everything was up to date.

Sheila reminds us that we need to confirm cut sheets and maps are correct and current. Kent – there were ‘field changes’ during construction which should have been captured by the construction company. He found 99% were captured. The other question is whether new construction after initial build is documented, which does not seem to have happened. Doug felt Joe Parda (& Tom Kolek – Kent & David D) made sure documentation was maintained until the end of initial construction. We’re not sure that drops are fully documented – Kent feels it may not be practical in the DWGs. Doug found the network extensions were documented. Jeremy expects they have been maintaining this information for their network in Westfield, so they should be doing that for us as well.

Tree service – WGE will dispatch Asplundh for work in the electrical space, otherwise the towns should use a local, less expensive service.

We have not received any maintenance bills from WCF for 5 months. We have seen charges to be $10,000-$15,000 per month. David G. - they really should be notifying towns of any repairs they do. Kent has asked Brian that they notify us and suggested methods of doing this automatically. Tom Flaherty has recognized problems with billing. David D. was billed for some drops. Towns are getting billed for drops. Bob G. notes we can find out about repairs in the CRM. Tom F. says they are purchasing new management systems. We need notification of repairs for insurance claims, possible billing of customer if they damage the drop.

Jim had asked about speed testing (for CAF II), was supposed to be addressed at next partner.

RRR – Northern cluster is not quite complete, last connection needs agreement. Southern – turning up next week. The equipment is in place and they are doing acceptance testing and recording video of the test. Testing was not recorded for Northern cluster.

Net revenue for previous month was $171,662. Our balance dropped by about $400k due to excess revenue distribution.

**Drop policy**

Jim found that WG&E can create an account before the customer is connected. Jim proposed a new process to Brian. Customer makes payment by phone or online via the portal. The MLP & WiredWest are informed of customer payment and MLP authorizes the drop installation. WiredWest will collect the payment and reimburse the MLP. WCF bills the MLP. Customer bills will not include the town subsidy. WCF is willing to allow spreading out the payment over time.

**Resume Executive Session**

To discuss contract negotiations

Moved: Kent moves that we recess the open meeting and enter executive session to discuss contract negotiations.

Seconded: Bob G.

Discussion:

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

Result: approved unanimously

**RRR update**

Doug said Central cluster work will start once South is complete. They expect to be up by the end of the year. It’s a bit more complex to implement since they will have a full mesh.

**Finance Report**

Jim sent the spreadsheet ‘signups’. The seasonal variance tab shows we have added 222 1G customers and 19 25M but have lost 14 phone customers.

Kent – we need to have a phone only option to be eligible for CAF II.

Bob has uploaded the escheat file for the uncashed refund checks.

**Town updates**

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

**Confirm next BoD meetings**

October 4 6:30pm

October 18 6:30pm

November 1 6:30pm

Future – every 1st & 3rd Wednesday at 6:30pm

**Adjourn**

Kent moved, David second – 8:40pm