

**Minutes**

WiredWest Board of Directors Meeting

Online

Wednesday, October 4, 2023, 6:30 pm

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

**Called to order at:** 6:37pm

**Approval of Warrant #7**

Moved: Kent move to approve the warrant in the amount of $8,843.18

Seconded: David

Discussion:

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

Result: approved unanimously

**Approval of Minutes**

September 20, 2023

Moved: Sheila

Seconded: Kent

Discussion: Some errors were pointed out. Kent moved we approve the minutes as amended and Sheila seconded.

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

Result: approved unanimously

**Executive Director’s Report**

Verizon pole license bills: Verizon sends out a statement one month early (not a bill), the bill comes in the next month. Jessica only needs to see the bill. David – Verizon does not give credits, the request in July did not reflect that there were 2 payments the previous month.

**Approve Amended Warrant**

To account for a payment accidentally made in advance

Moved: Kent moved we approve the amended Warrant 23 from FY23 to include the additional pole license payment – total is $119,526.98.

Seconded: David

Discussion: 2 payments were made to Verizon for Rowe pole licenses. Both appeared on June 30 P&L, so were included in calculations of extra expenses. The second bill was presented in July and QB moved the date of the invoice. We just want to backdate the invoice to June, when it was paid. The first payment was not seen on the warrant, so this vote will fix that. This is before we have completed closing the books.

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

Result: approved unanimously.

**Resume Executive Session**

The group decided there is no need for this session tonight.

**RRR update**

Doug was told by John Leary at meet & greet that Central Cluster will be up by November 30, a month earlier than expected. Their full mesh design is felt to be solved, so implementation should be quicker.

Jim was told by his son that he’s seeing slow speeds in Becket – Jim told him to call WCF. Kent also thinks there’s been some slowness since the RRR implementation for Southern Cluster.

David – Northern tier speeds seem good. Third backhaul is not up yet. Charlemont should be falling back to Rowe. At first it was seen switching between 2 circuits to Rowe, now it has been switching between backhaul in Rowe and in Leyden. Acceptance test is due next week, after the Charlemont circuit is up and their router is replaced. It is hoped replacing the router will stop the backhaul path switching.

**Finance Report**

Finalizing the auditor’s report for FY22, including updating financial controls. Bob Labrie stated we will take advantage of GSB’s tools, e.g., ACH. He has established dual authorization: only Bob and Jessica have access to the checking account (Jessica is read-only for the CDs). When 1 of them puts in an ACH, the other must approve, they will be notified by email. We have a $5,000 daily limit on ACHs. Doug and Bob L will be bonded.

**Town updates**

Jeremy and Jim talked to Jamie Cincotta (JC), also Brian and Alina, trying to understand bills better. JC noted that many repairs do not go through the CRM, so we didn’t have access to their details. JC says they will begin including field notes in the repair bills. WCF will try to determine if the repair was caused by the customer. If so the customer will be billed.

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

**Confirm next BoD meetings**

October 18 6:30pm

November 1 6:30pm

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

**Adjourn:** Sheila moved, Jeremy seconded. Adjourned at 7:16pm.