

Minutes of the Meeting of the Heath MLB
January 25, 2022 at 11
virtual meeting

Present: MLB: Art Schwenger, Anne Emmet, David Gordon, Bill Fontes, and Ned Wolf
with Jan Carr visiting, and MLP Manager, Sheila Litchfield

Art called the meeting to order at 11.

Members read the minutes of the January 18th MLB meeting. Anne moved to approve the minutes with corrections. Bill seconded the motion. The motion passed unanimously. Members read the minutes of the January 18th WG&E Installs meeting. Anne moved to approve the minutes with emendations. Bill seconded the motion. The motion passed by unanimous vote. Members read the minutes of the January 18th WG&E Construction meeting. Bill moved to approve the minutes with corrections. Anne seconded the motion. The motion passed by unanimous vote. Members read the minutes of the January 18th joint meeting of the Select Board and the MLB at 7 pm. Bill moved to approve the minutes with corrections. Anne seconded the motion. The motion passed unanimously.

Sheila said that she has sent Joe Parda the list of people in Heath who will need access cards to the hut. She has added Art's name to the list: Art Schwenger, Tim Lively, John McDonough, Nick Anzuoni, Sheila Litchfield, David Gordon, and Bill Fontes.

Sheila said she will email Cebula informing them that on February 21 when they arrive to begin the installation at the hut we will give them the code for entering the hut.

Leanne Cloutier, an Executive Administrative Assistant at WG&E, needed confirmation as to whether Heath would opt in or not to the WG&E policy regarding temporary overhead installations and whether the MLP or the customer would pay for the installation. At present the policy would apply to 11 Modoc where a temporary overhead is necessary. Sheila has responded that the Heath MLP will pay this time, but in the future it will be case by case.

Sheila has learned that SERV – 11, which we have not yet received, will have all the credits we've been expecting.

Sheila said the Kinsley invoice and report for preventive maintenance on the hut generator was sent to Hilma.

The invoice is as follows:

1/13/2022 Contract No. 037025 Amount \$464. For level 2 service, generator

Anne moved that we approve the above invoice. Bill seconded the motion. The motion passed unanimously.

David asked about any possible confusion between the 2 Kinsley offices, one in Hartford and one in Albany. Sheila noted that having the invoice sent to Heath is progress, and she will check whether there is any confusion regarding which office is responsible for our generator.

Sheila said that Bill Ennen's question as to the total cost of Heath's drops is still open because she needs the exact cost of the 612 8A connection. We are seeking that from Chris.

David asked whether Sheila could get an updated list from Chris LaVertu giving actual installation costs since September. So far for Mohawk Estates we have just estimates. David wondered if the FTP site might have actual costs.

Sheila said that 2 amounts are still needed for the FY23 MLP Budget Request which is due January 28th. Ned is expecting to receive from Brianne Susel the FY23 payment of principal for the broadband loan by the 28th and will inform Sheila. The second amount needed is the subscription cost for the municipal network. Sheila has asked WG&E. Chris and Brian have said they will provide that amount.

David said that he has been told that each of our 2 ONTs costs \$29 /mo and each of our 2 static IPs costs \$12 /mo.

Bill noted that we're using one of those static IPs and suggested that the MLP pay for internet costs but not for Ooma if the Select Board decides the Town should switch to Ooma.

Sheila said that she will include \$1000 for the Wired West assessment in the FY23 Budget. The Wired West Board plans to vote in February on a bylaw change about the assessment. If the assessment is waived, we can delete the amount from our budget request.

Bill asked whether the amount deposited into a Depreciation Reserve account has to be a fixed annual amount? Sheila said, no, that it may be determined by an annual vote of the MLB. Bill asked whether any construction surplus could be used towards the Depreciation Reserve. Sheila said that we will need to wait until the construction is over and recommended getting the concurrence of the Select Board.

Sheila said that Joe Parda has showed us an invoice for hut security that does not correctly reflect the sharing among the 11 towns. David said that at yesterday's meeting they talked about a quote that gave us a credit of \$211.99 for a router not being used and that showed $(\$5,295)/11 = \481.37 as a cost per town for the S2 Headend device which will be located at Cebula and used for administering the card access system. We are waiting to see how many towns actually participate for the actual cost.

We will ask this afternoon whether the faulty bad taps have been repaired or replaced.

Bill reported that Elissa opted out of receiving email from WG&E because there was such a volume of messages. He said that she has received no email regarding the planned maintenance outage this week. We will ask this afternoon whether all those who need to know have been informed, particularly those who opted out of receiving email messages from Whip City Fiber.

Sheila said she has been unable to determine if the hut thermostat is still covered by warranty.

Hut Maintenance and Monitoring:

David sent Sheila and the MLB an email based on the meeting January 24th with Shawn Weaver of NEIT and Joe Parda of WG&E. As an appeal to towns without a Municipal Network, WG&E offered to provide another drop. We already have a Municipal Network but may need an additional switch to include the generator. The approximate cost of the switch is \$380. Despite this possible cost, David said he still favors using our Municipal Network.

David moved that Sheila contact Cebula to say that we are interested in having Cebula move forward to administer card access to the hut pending commitment on the part of other towns. Bill seconded the motion. The motion passed unanimously.

Backhaul Redundancy:

David reported that the night of January 20th the Northern Ring towns reached a consensus on a draft agreement sharing backhaul. He has attached a copy to an email sent to us on January 21st. Four of the towns including Heath use KP Law and should be able to share the cost of having the agreement reviewed by town counsel. There are 2 documents. One is a general agreement on inter-town networks. The second is a separate appendix for the Crown Castle shared backhaul.

Art asked what determines the percentages of bandwidth for which each town pays. David said that it was decided that each town would commit to a certain amount of bandwidth based roughly on anticipated need as anticipated by the number of users and other considerations. Heath will be allocated 2 G of the 10 G Crown Castle service. The towns anticipate that the network will be designed to guarantee each town's allocation but will allow towns to exceed their allocation at any given moment if there is bandwidth available. The arrangement protects towns from having their performance negatively impacted by instances of high usage in other towns and at the same time optimizes use of the entire shared 10 G circuit. This arrangement lets towns enter into agreements with individual commercial customers to guarantee a minimum amount of bandwidth without impacting other towns.

Anne asked who the backhaul provider is. David said that the network operator and ISP is WG&E. We purchase backhaul that gets us to our network operator and ISP. Anne then asked how the Meet Me Point in Article 1, Section 1.9 is determined. David said it's based on the physical configuration of the backhaul provider.

Bill expressed concern that a school would count as just 1 customer. David said that the number of customers was just a starting point for estimating need. For Heath 2 G will be more than enough for our needs, and we will be guaranteed having 2 G available regardless of how much bandwidth other towns use.

The estimated monthly cost for Heath for the Crown Castle backhaul is \$560 /mo. WG&E has said it will cost \$60 /mo/town to bridge the backhaul to WG&E equipment. There may be other costs, but the total is expected to be significantly less than the \$2,300 /mo that 2 G service from MBI would cost Heath.

David said that it will take about 6 months for the Crown Castle circuit to be in place.

An estimate from WG&E for equipment and engineering costs to build the interconnected town network is expected in 1 – 2 weeks.

We will ask Chris how progress is coming on the Design for backhaul.

David expects Heath's usage will be hitting the 1 G ceiling often once FSA 4 is connected. We may have to decide whether to accept the lesser service that could come with that or purchase more bandwidth.

Surplus income will come to the Heath MLP from Wired West in July. Art said that we have not voted on our priorities for spending surplus funds. Items we have considered are the Depreciation Reserve, restoring stabilization, any critical network needs, and broadband debt. David said he favors delaying a vote on priorities to the next meeting.

Sheila said that Dave Libbey has sent a map of where the bad taps are. She has asked Jan to determine if the MSTs are on roads plowed in winter. We will discuss the accessibility of these taps in the 2 o'clock meeting using the list of plowed roads.

Sheila has received from Betsy Loiko a list with the names of 6 customers scheduled for termination. Art said that we should find out from WG&E what the story is. There was a consensus to contact 5 people on the list. Sheila will send Art the list, and Art will make calls.

Anne will use 'winter 2022' on the town website as the release date for FSA 4.

Bill moved to adjourn at 1:05. Anne seconded the motion. The motion passed unanimously.

Respectfully submitted,
Ned Wolf