

Minutes of the Meeting of the Heath MLB
March 1, 2022 at 11
virtual meeting

Present: MLB: Art Schwenger(Chair), Anne Emmet, David Gordon, Bill Fontes, and Ned Wolf
with MLP Manager Sheila Litchfield

Art called the meeting to order at 11:01.

Members read the minutes of the February 22nd MLB meeting. David moved that the minutes be approved with corrections. Bill seconded the motion. The motion passed by unanimous vote. Members read the minutes of the February 22nd WG&E Installs meeting. Bill moved that the minutes be approved. David seconded the motion. The motion passed by unanimous vote. Members read the minutes of the February 22nd WG&E Construction meeting. Bill moved to approve the minutes with corrections. David seconded the motion. The motion passed by unanimous vote. Members read the minutes of the February 22nd joint MLB, Finance Committee, and Select Board meeting. Bill moved that the minutes be approved with corrections. David seconded the motion. The motion passed by unanimous vote.

Sheila reported having attended the monthly MLP Managers meeting on February 16th. She said that the Affordable Connectivity Program (ACP) is replacing the Emergency Broadband Benefit Program (EBBP). She said that Leanne Cloutier, an Executive Administrative Assistant at Westfield Gas and Electric, has sent an email stating that it is a CAFII requirement to monitor the bandwidth of a certain number of randomly selected customers in the underserved towns. The monitoring is done by a stamper box installed in the customer's home. Whip City Fiber will offer 1 month of free service as an incentive to participate. It's required that a customer who participates has been connected to broadband by December of 2021.

Bellor Road

Sheila said that the construction company for the Bellor Road project is owned by Henry Yandt of Michigan. The construction manager for the project 11 Bellor Road is Joe Ostachnowicz. Sheila has provided Joe with the name of a contact person at National Grid.

Bill said he has made 2 visits to Bellor Road. He and Joe have settled on pole #5 on Sadoga Road as the pole where a field cabinet could be mounted. He has met up with Mike Freeman, who is the Heath Liaison to the people at Bellor Road. WG&E employees whom Bill has met at Bellor Road are Jamie Cincotta and Brian Sullivan.

Bill said that 10 or 12 individual broadband circuits may be needed off the pole on Bellor Road. There would be a dark fiber from the hut to a new cabinet on pole #5 on Sadoga Road. The cabinet would have 16 ports and could feed up to 10 circuits to a 12 port terminal on the pole on Bellor Road.

Sheila asked whether the pole on Bellor Road would have to be licensed again. Bill said that as we would change the number of ports on the MST from 2 to 12 it doesn't have to be licensed.

Sheila turned to the insurance for Heath's network and the hut and said that the recent invoice from MIIA for \$576 is apparently the only other MIIA invoice we'll get this fiscal year. In July we will need to go through the billing process again.

Sheila said that we have received from Bill Ennen the contract from the state as amended for the \$214,682 in aid for the drops. Hilma has it and will give it to Robyn to sign. Bill Fontes said that he plans to attend the March 1st Select Board meeting and will ask about their signing the amended contract.

The Letter of Substantial Completion with Sheila's and Joe's signatures has been sent to ITG. Sheila received a reply from Dave Poplawski saying that Heath was "one of my favorite communities to work in."

Sheila said that the MLP Manger's salary account will need an additional \$2K - \$3K. There will be a letter from Art and Sheila communicating this fact to Hilma and suggesting possible sources for the \$2K - \$3K such as the Dropline Account (Broadband Dropline FY 21, Art 9) which has approximately \$5,700. Sheila reports her hours every other week. The full record of her hours can be seen by going to a tab on the full version of her Broadband Financial Report.

Sheila reported a request from 911 Coordinator Ken Gilbert. Ken recently visited a house for a fire code inspection where he found an active broadband installation but no posted 911 number. He said that he has found other such situations. He asked whether there is a way to emphasize the importance of there being a posted 911 number?

It was agreed that it is within our purview to tell a customer who has yet to have an installation that the lack of a posted 911 number could mean that the installer turns away. A return by the installer would cost more. David suggested asking Whip City Fiber to ask a prospective subscriber whether that person has a posted 911 number. We can ask customer service to tell a customer having no posted 911 number that you must have one to get an installation. The time to have this conversation is when an appointment is being made for an installation.

The MLB favored sending a letter to customers who have yet to get installations. The letter would mention the requirement in our Drop Policy that there be a posted 911 number. In addition the MLB favored that at the time of setting an appointment for an installation Whip City Fiber informs the customer of the need for a posted 911 number.

Sheila said that the Kohler generator run in the week of February 22 was successful.

Sheila said that we recently received a list of spools of fiber for which we were credited. She and Bill visited 18 Jacobs Road checking for unused fiber and found 3 more spools for which we might need credit. Keeping scraps less than 1000' in length could be helpful. Bill said that 800' of fiber might be needed to stretch from a cabinet to be installed on Sadoga Road to a 12 port terminal on the pole on Bellor Road.

There was a suggestion that we check with Jim Drawe about the towns keeping scraps of fiber. David said that WG&E once said that they would like to store the scraps to have a better idea of what's available.

The MLB will try during the 1:30 meeting to get a more solid inventory of the fiber remaining at 18 Jacobs Road.

Sheila referred to the 'Fixed Assets/Infrastructure Depreciation Schedule' that she attached to a February 25th email to the MLB. The depreciation to the current year is \$37,626, and the recommended yearly amount to be put into the Depreciation Reserve is \$35,743.

Sheila said that she is working with Arlene Paton, Manager for Customer Accounts at WG&E, and with Jessica Drawe, Accountant for Wired West, to answer questions about a bundle of invoices for a total amount less than \$3K.

Art asked about the situation at the hut. David said that one port wasn't opened on the firewall. There was a consensus that Bill hold off on changing the code for entering the hut until access cards are in peoples' hands. David hopes that within 2 weeks we will hear from Cebula and can schedule a date for their return. Sheila said that she is gathering PINS for the cards.

Sheila reported that Bob Bourke has sent word that a dead tree is leaning against the fiber opposite the Dohertys' house. She has contacted Jeff Johnston who thinks the Highway Department can handle it.

David is expecting a meeting on March 3rd of the representatives of the Northern Tier towns. They're still pushing WG&E for better quotes for the switches and equipment needed for the redundancy project. He has heard from Bob Handsaker that KP Law has not yet found any issues with the cost sharing contract.

Sheila has asked Betsy Loiko about customer #817557, but has not received any new information.

Town Website

Anne said that on the town website the release date of FSA 4 is given as 2021. There was a consensus that the schedule block should be removed from the website. It was also agreed that the minutes at the MLP page can be shifted to the MLB page.

The first Broadband related statement on the website is "Sign up now while the trucks are still in town." Members agreed to replace that with "Sign Up Now." In addition it should read, "Heath Broadband is

fully operational. The remaining customers or people already subscribed will be installed by the end of June.”

Anne said that she will get in touch with Laura Dorman of WG&E. As for the drop subsidies, it should say that anyone who signed up before September 15th is eligible for up to \$3K while anyone who signed up after September 15th is eligible for \$250. up to June 30th

Anne said that she will await any further suggestions.

Anne moved that the meeting be adjourned at 12:35. Bill seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf