

Minutes of the Meeting of the Heath MLB  
April 26, 2022 at 11  
virtual meeting

Present: MLB: Art Schwenger(Chair), David Gordon, Bill Fontes(left at 11:05),  
and Ned Wolf with MLP Manager Sheila Litchfield  
Absent: Anne Emmet

Art called the meeting to order at 11.

Sheila reported having received 2 invoices. The first is as follows:

|         |            |                       |
|---------|------------|-----------------------|
| CNST 21 | \$2,007.43 | materials used by ITG |
|---------|------------|-----------------------|

David asked for more clarity as to what the materials were for. There was a consensus to wait and seek more information at the 1:30 meeting.

The second invoice was the following:

|         |             |                   |
|---------|-------------|-------------------|
| SERV 12 | \$20,402.37 | new installations |
|---------|-------------|-------------------|

Sheila said that when she added the ITG charges sent to WG&E, she did get \$20,402.37. David said that he checked the installations against the master list. All of them are new.

**Action Taken** *David moved that we approve the DocuSign SERV 12. Ned seconded the motion. The motion passed by unanimous vote.*

Wired West Board Meeting

Sheila reported on a discussion that occurred at the April 20<sup>th</sup> Board meeting. The hut's Uninterrupted Power Supply (UPS) has batteries with a 3-year lifespan. Should replacing the batteries be considered a routine operating expense or a construction expense for which the town is responsible. Sheila moved that it is a routine operating expense. The motion passed but not unanimously.

David said that if the replacement of batteries were expected every 5 or 7 years, treating it as a capital expense might make sense.

Sheila said that Asplundh may be in town the week of April 26<sup>th</sup> with a list from Dave Loiko of trees that need to be trimmed.

Sheila said that the discussion of the differences between residential and commercial service is unresolved and to be continued.

### MLP Manager's Salary

Art said he had talked with Brian about an email that Brian sent related to the MLP Manager salary account. Brian said in the email that in a municipal situation one is not allowed to overspend. Art said that Brian had reassured him that the Selectboard had done what was needed in its meeting the previous Tuesday to cover overages in the MLP Manager salary account.

Sheila said she has informed the MLB and Hilma several times over the past 6 weeks of coming overages in the MLP Manager salary account. MLB members recalled communicating in a joint meeting with the Selectboard the need to cover overages in the MLP Manager salary account.

- There are 6 remaining pay periods in FY22 between 5/5/22 through 7/8/22 (the final pay period includes June 26 through June 30th in FY22, a period of 5 days)
- There has been an average of 27.21 hours per each 2-week pay period. If the workload demands the same level of effort through the end of the fiscal year, then the possible total additional hours would be 145.
- At the current rate of pay (\$25.52), 145 hours would cost \$3,700.40
- The MLP Manager Salary line is currently overdrawn by \$1,334.68 through the most recent pay period ending 4/16/22.
- The amount we are requesting for transfer adding to the MLP Manager salary account is \$3,700.40 plus \$1,334.68 = \$5,035.08

Sheila said that there will be lots of business in the coming months involving Mohawk Estates. To assure that we have revenue coming in it's important that we take the time now to fund the MLP Manager salary account.

David said that while various MLB members have taken on more responsibilities Sheila is the person needed in the next few months to help installations with their many details in Mohawk Estates go smoothly as customers interface with Whip City Fiber. The Accountant's Expense Report for 4/22/2022 shows that the account Broadband Dropline FY21 Art 9 account contains \$5,906.91 which has gone unused. That was due to the MLP's assuming the cost of the installations for the municipal buildings.

Sheila will send to Art a memo with the above information in support of our request of the Selectboard for transfer of \$5,035.08 to the MLP Manager salary account. Art and David will edit the memo. Art will send it to the Selectboard. Ned will make clear to the Selectboard that it is the account 03-5-650-001 Broadband Dropline FY21 Art 9 from which we are asking that \$4,035.08 be transferred.

Sheila said that she has sent to the MLB and to the FinCom her Heath Broadband Finance Summary Report through 4/12/2022. The report shows a surplus of \$175,866.44 or \$135,866.44 after \$40,000 has been used for the minimum depreciation reserves "catch up."

David said that the representatives of the Northern Tier towns met the night of Tuesday April 19<sup>th</sup> and discussed WG&E's proposal. They called for better defining of the deliverables and are hopeful that will happen in the week of April 26<sup>th</sup>. He said that the cost sharing agreement went back to KP Law. They are hoping for an opinion from the lawyer by May 3<sup>rd</sup>.

Sheila reported hearing from Bill Ennen that he is drafting a contract amendment adding \$2,000. The closeout forms will need to be redone. We will need to meet with the Selectboard again. Hilma has said that on Wednesday May 4 or on Thursday May 5 she will make copies of the needed documents.

Hilma has said that if the MLB is to have an ATM handout, it will have to be submitted soon. David suggested that Sheila's most recent 'Heath Herald' article as a sufficient handout by itself. Sheila recalled her 2021 Annual Report as another possibility.

Art reported having spent more than an hour with Anne on fixing things on the website. He said that in a number of cases Anne says she 'has the permissions' to make the needed changes.

Sheila said that we have yet to hear from the customer at 19 Wigwam in reply to the question "Do you have electric power or not?" Members recommended that the customer not be promised a second drop while there are other Mohawk Estates customers needing a first drop.

Looking ahead to the 1:30 meeting, members listed the following items: Bellor Road estimate, the top 25 users, leftover cable inventory, expediting the Verizon survey, and the tangled fiber at Bellor Road. We will need an actual cost from Chris for the 14 Center Heath Road in order to reimburse Charlemont.

Art will plan for meetings at 11 and 1:30 on each of the 5 Tuesdays in May. David will create a new meeting on Zoom. Art will use the information of David's account on the agenda he prepares.

Sheila said that if she doesn't come to a meeting she will send her report ahead of time. David said he thinks the MLB will want her to come.

Ned moved that the meeting be adjourned at 12:36. David seconded the motion. The motion passed unanimously.

Respectfully submitted,

Ned Wolf