

Minutes of the Heath MLB Meeting
September 13, 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.

Members read the minutes of the MLB meeting on September 6th. Anne moved that the minutes be approved with any corrections. Bill seconded the motion. David recommended replacing the second sentence of the third paragraph before Transferring Funds on page 2 with “WCF described how their technical service representatives address customer concerns about speed issues.” He also recommended replacing the next sentence in that same paragraph with “The problem of slow speeds has in some towns been corrected.”

In the next paragraph David recommended replacing the third sentence with “Testing benefits our customers by checking that their network is operating at required speeds.”

On page 3 the committee recommended replacing the third paragraph with “David has yet to ask Kent Lew about their accounting procedure”.

In the fourth paragraph before the end replace the first sentence with “Joe Parda told us that WG&E stores leftover fiber of a certain length.”

In the second paragraph before the end replace the question with this question: When does it no longer make sense to keep a POD in Heath?

The motion to approve the corrected MLB minutes of Sept. 6th passed by unanimous vote.

Sheila has asked people at Whip City Fiber (WCF) whether WCF will ever use the leftover spools of fiber? The answer was yes as long as we know the inventory and the length. Their answer to her question as to whether we will be credited if WCF uses leftover fiber was ‘no’, we own that fiber.

A remaining question to ask during the installs meeting is “What is the process for WCF using our fiber if necessary?”

Sheila will notify Hilma that WCF plans to remove the POD at the end of October. Any remaining items in the POD will be reimbursed to the town. Sheila will in the same email inform Hilma of the need for a site in town other than the parking lot at 18 Jacobs Road to store leftover fiber.

WCF will be hosting on October 4th a 'meet and greet.'

Brian Sullivan has a new partner Andrew Short.

Sheila will be away September 16th – 18th .

There is an MLP Managers meeting next Wednesday September 21st.

There will be a Wired West Board meeting on September 21st at 6:30.

Sheila has received nothing yet from David Dvore or Jim Drawe regarding alternative estimates to that of Jamrog for preventive maintenance at the hub. The committee's consensus was to wait as long as we can call them if we have a problem. Sheila said she would contact Jamrog saying we have not turned down their offer and are still studying our options.

Proposed Broadband Chart of Accounts

Members discussed Sheila's proposed broadband chart of accounts, which was sent to the MLB on Sept. 12th. The MLP Manager continues to work with the Accountant to firm up the broadband accounts.

David said that all preventive maintenance invoices should go to Wired West.

Sheila recommended that every year we anticipate what goes into the liability expense accounts. We need to look into whether by the end of the year if we don't use all that is in a given account, we can adjust, or will the unused amount go into Free Cash?

David said that once we're operational most invoices will be paid by Wired West.

Members noted differences between Sheila's Projected Cash Flow Sheet of Sept. 13th and David's Projected Cash Flow Sheet of August 30th. In the more recent version Sheila has deleted the following items: the \$22K retainage from the state, SERV 13 (it was paid), ENG and CONST invoices which have ceased, and Kingsley and HVAC preventive maintenance invoices which will go to Wired West. She said she will delete the P.O. Box fee which will also go to Wired West.

The reason for the differences in the 2 cash flow sheets is that accounting activity has occurred since August 30th.

Anne asked about backhaul costs. David said that such costs will impact FY24 but don't need to be taken into account this year.

There was a consensus to change the wording of the final line of the Projected Cash Flow Sheet to "Estimated funds possibly available to apply to MLP priorities as determined by the MLB."

Sheila will request that the Accountant set up an MLP Reserve Account in order that it can receive the Wired West \$87K distribution check she now holds

Members discussed how much money should be transferred to the town. We received more than \$200K from the state for drops due to getting close to a 70% take rate. Art described it as a one time payment not coming from customer fees. Sheila will draft a letter reminding the Select Board why we needed stabilization funds. David recommended including that we're nearing the end of construction and have received state funds. There was a consensus to support the transfer of \$100K to the town pending the establishment of the needed accounts mentioned above and the approval of the letter.

David said that the 5 towns in the Northern Tier have a meeting scheduled for Sept. 14th on how to approach WCF about project management.

Items for discussion at the next 1:30 installs meeting are the following:

- Clarifying Heath's inventory of leftover fiber
- Clarifying the process of using that fiber
- Have they billed the cannabis farm for network expansion?
- An update on the Nokia meeting
- Betty's updated installation list

Bill moved that the meeting be adjourned at 12:51. David seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf