

DRAFT

Minutes of the Heath MLB Meeting

November 15, 2022 at 11

Virtual meeting

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

Absent: Bill Fontes

Art called the meeting to order at 11.

Members read the minutes of the November 8th MLB meeting. Anne moved that the minutes be approved with corrections. David seconded the motion. The motion passed by unanimous vote. Members read the minutes of the November 8th WG&E installs meeting. Anne moved to approve the minutes with corrections. David seconded the motion. The motion passed by unanimous vote.

MLP Manager's Report

Sheila called our attention to the final ITG invoice:

3/4/22 HEATH 0016A \$30,838.86 Total final invoice

Action Taken *Ned moved to approve the invoice HEATH 0016A in the amount of \$30,838.86. David seconded the motion. The motion passed by unanimous vote.*

Sheila will wait for payment.

Sheila reminded us of the final retainage to ITG which she reported at the November 8th MLB meeting to be \$35,267.77. She asked whether any member had any questions about the accuracy of that amount. No questions were asked.

Action Taken *Ned moved and Art seconded to approve payment of the retainage to ITG in the amount of \$35,267.77. The motion passed by unanimous vote.*

David said that the most recent cash flow sheet which we sent to the Select Board and to the Finance Committee did not include the retainage for Triwire – ITG. There was a consensus that we should update that cash flow sheet.

The closeout of the Triwire construction contract has a certificate of completion.

Action Taken *David moved to approve the MLP Manager's signing the certificate of completion. Anne seconded the motion. The motion passed by unanimous vote.*

David recalled that the work on the MSTs in Mohawk Estates wasn't completed until March. The date on the certificate of completion, however, is January 1, 2022. How long does the warranty last?

There was a consensus to give Sheila authority on the date of completion. She said that she will call Joe Parda after the meeting.

David found a June 14, 2022 email from Chris saying "The MSTs are fixed". David said that as far as he knows we were not charged for that work. We will ask Chris at 1:30.

Sheila called attention to the ITG invoice SERV – 15:

11/10/22 SERV – 15 \$3,457.36 drop installations

Action Taken *David moved that we approve the above invoice SERV – 15 in the amount of \$3,457.35. Anne seconded the motion. The motion passed by unanimous vote.*

Sheila said there would be a Wired West Board meeting on November 16th at 6:30.

Sheila reminded members of the letter sent September 21st from the MLB to the Select Board supporting the transfer of \$100K from an MLB account to the town for Stabilization. She said the Accountant has said that no action has been taken to transfer the \$100K from the MLB account. The Accountant has received no final word from Hilma. Ned said he would bring this up at the Finance Committee meeting November 17th.

Operations Invoices

Sheila and MLB members have received an email from Chris about billing. Heath requests a change to required signatures for operations invoices coming to us for review through DocuSign. We do not want the Select Board chair to have to sign them but do want Sheila as MLP Manager to sign for approval in DocuSign.

In addition Heath wants to warn WCF that the DocuSign review step may delay invoice payment because Heath MLP does not anticipate meeting as frequently during operations.

Backhaul

David said that the Northern Tier towns have received a quote from Local Linx. John Leary has quoted a number from Local Linx which is lower. David has put together estimated backhaul costs for each of the towns and has sent them to their respective representatives. It is likely he will receive feedback on how many backhauls there will be and how much they will cost.

Town Website

Anne, Sheila, and MLB members have noted that certain website pages of extra information for broadband installations are missing: information about streaming, trouble shooting, and Berkshire Bank. Anne said that just a few people have the access needed to remove pages.

Items for the 1:30 meeting

- Details about the billing process update
- Reminder about moving the POD. Snow is coming.
- Heath Muni network problems. Chris was going to talk with Tech Support. Sheila has forwarded email on November 15th to Chris with trouble ticket from NEIT.
- Was Heath charged for the work to repair MSTs in Mohawk Estates that TriWire was unable to get to?

David moved that the meeting be adjourned at 12:16. Anne seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf

