

Minutes of the Heath MLB Meeting
January 17, 2023 at 11
Virtual meeting

Present: 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 January 10th MLB meeting with edits. Anne moved that the minutes be approved with edits. Bill seconded the motion. The motion passed by unanimous vote.

MLP Manager's Report

Sheila has looked into whether we have a written agreement with Kohler for emergency response to generator issues. There is a contract for maintenance twice a year. There is no written agreement for emergency response. Still, they do respond in emergencies. The pay rates for such visits are \$250/hr for labor, \$250/hr for drive time, and \$3.75 per mile plus a \$75 fuel surcharge.

A Kinsley maintenance person is due to visit the hut on January 23rd between 10 and 11. The preventive maintenance visit that was to occur January 16th was rescheduled for January 23rd. The previous visit for preventive maintenance was about 6 months ago. David said that we should have received a report following that visit indicating whether they checked the coolant. Sheila will send out the maintenance report from the previous visit.

Bill asked whether or not when a person comes out and finds a problem, we get it fixed under routine maintenance or is there an additional cost.

David said our recourse is to see whether there's a competitor at a lower cost. Sheila said we can ask for a proposal. Bill noted the value in having the same people come for emergencies as for routine maintenance.

Sheila reported that Hanover says that the second surety bond will come sometime the week of January 17th.

Sheila sent the MLB as an attachment on January 16 a list of recent customer drop fees received. The MLP has received the \$4,806.87 from drop fees which brings the amount on the 'other revenue' line of the MLP cash flow projection spreadsheet up to just under \$9K.

The customer at 377 Route 8A has delivered the router and Ooma telo to Sawyer Hall; Sheila will retrieve. Brian Sullivan of WCF will come later in the week of January 17th to pick up the equipment.

Sheila said that the Accountant's office has been relocated. This frees up office space at 18 Jacobs Road for the MLP. A desk is available near the nurse's office in the lower level of the Community Hall. We may need file cabinet space, two short ones or one tall one. Sheila said there are presently 3 full file cabinet drawers of documents.

Sheila said that the next Wired West Board meeting is at 6:30 on January 18th. Sheila will attend. Art said that an RFP has been sent out by Wired West for a network operator.

Sheila said that Jamrog has expressed interest in servicing the HVAC at the hut but has not sent a revised proposal.

Betsy's report indicates that 1 install is scheduled for the week of January 17. It is at 250 South Road.

Sheila said that she has been working with David and Bill on drafting a protocol if there is a problem with the muni network. They will send it to Chris LaVertu, then to the MLP, and then to the Select Board. We can bring the matter up at the meeting with the Select Board on February 21st.

David asked whether we should send it to Northeast IT at the same time as to WCF. Sheila said that because Northeast IT works for the Town she thought the Select Board should be the ones to contact them. Northeast IT will be doing the initial investigation of a muni problem. If Northeast IT says there's a problem with fiber, WCF will come up.

Tree Trimming

Bill said that he has called 8 different tree companies. He will suggest potential tree trimming companies to contact Sheila. Sheila said we would need to create a list of trees we want trimmed. We also need to have a proposal to address the tree work in emergency situations.

David said he thinks tree trimming is a shared expense with the other towns. Given that the bill goes to Wired West, he asked whether we can independently enter into an agreement as to what trees need to be trimmed. Sheila said she would see whether Doug McNally can add tree trimming to the agenda of the January 18th Wired West Board meeting.

Broadband Chart of Accounts

The revised Chart of Accounts is attached to an email that Sheila sent to the MLB on January 10th. Art asked in what account would the MLP Manager's salary be. Sheila said that if we get to a point where the MLP Manager's salary is paid for by the MLP, there would be a list of account numbers, applicable to having an employee in the chart of accounts. At this time, whenever the MLB decides that a certain amount should be given to the Town, it goes into an MLP until the money is transferred to a Town account.

David said that when he and Sheila met with the Accountant and discussed the Depreciation Reserve, the Accountant advised them to contact the Treasurer about taking \$35,743 out of the Broadband Borrowing Account and putting it into an interest bearing account.

RRR Project

David forwarded to Sheila and the MLB John Leary's January 13th progress report on the RRR Project for the Northern Tier Community. The Fiber Line Crew has finished testing all 14 interconnected fibers between each hut in each town. All connections were labeled. Jumpers were assigned from the passive to the active rack. No deficiencies were found.

MLP Office

David suggested that office hours be by appointment only. Art asked about keys and access. Bill said that Sheila should have the keys because it's an MLP office, not an MLB office. Sheila will check with Hilma about keys.

Art asked about a revision of the Drop Policy. Sheila said that it's a work in progress.

Bill asked when did the first request for service come from 118 Brunelle. The drop was eligible for a \$500 subsidy. The renter now wants a full installation. The renter will have to pay the estimated install cost of about \$900 minus the \$500 subsidy, or about \$400.

Anne moved that the meeting be adjourned at 12:31. Bill seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf

