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Minutes of the Heath MLB Meeting

August 8, 2023 at 11

Virtual meeting

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

Art called the meeting to order at 11:02.

Members read the MLB meeting minutes for July 18th and recommended corrections.

-Replace the 6th paragraph under 'MLP Manager's Report' with "David and Sheila occasionally get an email message 'Generator relay is not in *auto*.' Kinsley has indicated they can come and check."

-Add 'for installation' to the first sentence after **Action Taken** on p. 2.

-Replace the second paragraph after **Action Taken** on p. 2 with "All Town of Heath telephone numbers at 18 Jacobs Rd. have a 3 digit extension. The Broadband Office can be contacted through the Town of Heath phone number followed by extension 064. A call from the Broadband Office appears on Caller ID as 'Town of Heath.'"

-Under 'Heath Hut' in the second paragraph replace 'Siince' with 'Since'.

Bill moved to approve the MLB minutes for July 18th with the recommended edits. Anne seconded the motion. The motion passed by unanimous vote.

MLP Manager's Report

Sheila said that Hilma has reached out to Crocker and canceled the MBI fiber line to the VoIP line that the town was previously using. The line is no longer needed because the phone system in the Municipal Building is connected to Heath Broadband.

Sheila said that WCF has removed the 7210 router from the hut. WCF has also removed the Meraki access from the hut.

July 19th Wired West Board Meeting

The Board approved the FY24 budget.

The number for Heath's share of the Wired West excess revenue that was approved along with the corresponding amounts to the other towns is \$78,821.03.

A bylaw change was approved to eliminate the executive board. Now representatives from *all* towns will be responsible for tasks done by the executive board.

WCF had been asking for the certificates of insurance. MIIA has now sent the policies that renewed on July 1st to WCF and Wired West. This will have to be done yearly.

On July 25th a Sandri van took out a utility pole on Burrington Road north of Art and Carol's house. Heath police chief John McDonough was told by the state police that he had to wait 30 days for an accident report. That report will be sent to Jim Drawe who checks that the invoice goes through proper channels. Sheila said that if we get an invoice she will send it to Wired West. Cebula did work in other towns to accommodate new IP addresses.

Art said that the repair work done by WCF extended over 2 days. Members will be interested in details of what was done.

Sheila said that Kinsley has replaced the battery of the generator for the hut. The cost is \$353.72 as Kinsley said it would be. She has sent the invoice to Wired West.

Sheila still has no access to the remote features in the hut. David said that other towns have remote access. He recommended that she send Mike Slowinsky in Colrain an email saying that we're still not getting a response from Cebula. The invoice from Cebula should go to Mike.

Brian Sullivan is expected back from vacation on August 16th.

Sheila said that there have been 2 installations in July with invoices totaling \$1,521.06. She has them ready to submit to the accountant for payment.

David said that he recently saw in the CRM that a drop for the hut alarm system had been activated. The drop should not be activated. It should be archived. Heath uses the muni-network for the alarm system and differs from other towns in that respect.

At the Wired West Board meeting on August 2nd Jim Drawe was approached by a Hawley Select Board member interested in joining Wired West, There was discussion of the potential impact on revenues.

Sheila said that we will need our own tree trimming plan. We need to focus on just the poles that have a broadband cable and no electrical wire. We also need to discuss various vendor options Bill discussed previously.

Sheila has talked with the Accountant about how the MLP Manager's salary gets paid now that the salary is no longer raised and appropriated. The Accountant says the MLB will need during the coming year to transfer money to a town account from which the MLP Manager's salary can be paid.

RRR Project

David said that since the cutover there has been no scheduling of user acceptance testing. There has also been no apparent movement on having the agreement on sharing MBI in Leyden ready for signing. We still do not know whether Charlemont or WCF will hold the contract for MBI in Charlemont.

Dates of Next MLB Meetings

The next MLB meeting will be **in person on Tuesday, August 29th at 11 at 18 Jacobs Road**. We have been expecting to welcome Brian and Alina to that meeting. If they were to arrive at 12, we would have time for MLB business before their arrival. We will keep the current posting and reach out to Alina and Betsy about changing the time when Brian and Alina arrive at 18 Jacobs Road from 11 to 12.

Sheila and the MLB agreed on **September 19th at 11** as the time for the September MLB meeting.

Finance

Members reviewed David's draft budget for FY24 as well as Sheila's draft MLP cash flow report for FY24. There was agreement to remove the \$50K Reserve/Operating Account as an asset on the cash flow report.

David asked that we think about the \$50K in terms of "How much should be set aside for unanticipated expenses and operating expenses that may not be covered by Wired West?"

The Town can expect CAF II funding of \$56,000 per year for 7 yr., 6 mos. – total estimated \$419,000. But there are these uncertainties: timing for receipt of money which may begin in the first quarter of 2024; whether or not this money needs to follow the free cash certification process; and whether or not speed tests show slow speeds that delay full funding.

It may turn out as we get closer to mid-October when town officials start preparing the tax recap sheet that in addition to the \$100K that has been transferred to the Town and to the \$60K that the MLB has recommended be transferred there is a smaller amount that the MLB can also recommend be transferred.

Bill moved that the meeting be adjourned at 1:15. Anne seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf