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Minutes of the Heath MLB Meeting

August 29, 2023 at 11

MLP Office, 18 Jacobs Road

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 11:05.

Members read the minutes of the August 8th MLB meeting. Anne moved to approve the minutes with amendments. Bill seconded the motion. The motion passed by unanimous vote.

In her MLP Manager's Report Sheila said that she has received the DocuSign for shared backhaul for MBI through Leyden.

RRR Project

David said that Wired West has been paying our bill from WCF for MBI through Leyden without our having signed an agreement from WCF. We now have been sent the agreement. Charlemont and Colrain have signed it.

We do have a signed backhaul agreement with Crown Castle and Rowe. Meanwhile, we're trying to get a third backhaul in Charlemont that the 5 towns can agree on.

Members agreed that Sheila should sign the DocuSign for MBI through Leyden.

Action Taken *David moved that we direct the MLP Manager to sign the DocuSign for shared backhaul for MBI through Leyden in an act of good faith that the towns will reach a consensus on sharing a Charlemont MBI connection. Bill seconded the motion. The motion passed by a unanimous vote.*

MLP Manager's Report

As of August 1st the MLP is paying for municipal accounts, the invoice goes to Wired West. Members asked why we've been getting a bill for 3 drops and 3 static IP addresses instead of 2. Sheila will follow up with WCF.

The afternoon of August 28th there was a widespread electrical outage in Heath lasting about 15 minutes.

Sheila said that in the last week of August she received a CAFII amendment change. It is not redlined. It requires the signature of the Chair of the Select Board.

Sheila has received from WCF an invitation to the MLP Manager and the MLB to attend the annual Meet and Greet on Tuesday, Sept. 26th 4:30 – 6:00 at 40 Turnpike Industrial Road, Westfield. Sheila and the MLB expressed interest in attending.

The Accountant sent Sheila an email with his August 13th expense reports asking that his reports be looked over by September 30th. This is the reconciliation between what the Accountant has received and the Treasurer's report.

Sheila made available copies of her 08/13/23 spreadsheet with columns for 'Accountant's Expense report as of 08/13.23', 'FY 2023 year end actual', and 'FY 2024 budget'. For the line 'Revenue from Wired West' the Accountant has yet to include the \$78,821.03 received August 7, 2023.

On the line 'Other revenue (from customers for exceeding drop subsidies, etc.)', the customer drop fees of \$3,399.44 received 6/27/23 is not reflected in the Accountant's report. This needs to be fixed by September 30th.

David recommended that the line for Depreciation Reserve Funding of \$35,743.00 be reviewed when the RRR Project is over.

He questioned the need in the FY 2024 budget to have '\$17,762.91' for an additional line card plus installation. There are now about 360 installations appearing in the CRM. Sheila will ask WCF to provide us a complete report of how many ports are available for future installations.

Members discussed the estimated funds available to apply to MLP priorities. Because of the uncertainties about the amounts available for future installations and for an added line card and installation, the funds exceeding estimated MLP priorities could exceed \$31,870.41.

Action Taken *Anne moved that the MLB transfer \$30K to the Town. David seconded the motion. The motion passed by unanimous vote.*

Sheila will write a letter, as she has done for previous transfers, informing the Select Board of this vote and send it to Art for his signature.

Art asked whether we know that WCF has completed 3 extensions to places in Mohawk Estates that are also in the CAF II area. If WCF has not yet done the needed work, we should remind them of the approach of winter. Members agreed to add this matter to our list of questions for WCF.

Also needed before winter are WCF maps that help us identify the broadband only poles. The maps are needed to make a list of entries 'from what pole to what pole' to guide tree trimming.

David asked about work that WCF did during the Fair to fix the Fair's broadband connection. Bill said that WCF came on Saturday and fixed the problem by swapping out an ONT. David said that the cost for the repair will come to us and to Wired West.

We have network insurance, but it does not cover drop wire damage in a big storm. We will check with Jim Drawe to clarify.

Questions to ask WCF that are on Sheila's list include the following:

- After the July 25th incident of a Sandri van taking out a utility pole did they test all fiber in the cable, not just the fiber for those homes that lost their broadband?
- Can a meeting be arranged to explain how to read an AutoCAD map in terms of identifying poles that are broadband only.
- Have the CAF II extensions to the 3 places in Mohawk Estates been built yet?
- How many tails in the hut are available for future installations?

Art reminded us that our next MLB meeting is a virtual meeting Tuesday September 19 at 11 am.

Bill made a motion to adjourn at 1:25. Anne seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf