

Minutes of the Heath MLB Meeting

DRAFT

July 14, 2025 @11

Virtual

Present: Art Schwenger (Chair), Anne Emmet, David Gordon, Dave Peterson, Ned Wolf, and MLP Manager Bailey Cole

Art called the meeting to order at 9:08.

Members reviewed the minutes of the June 3 MLB meeting. David Gordon moved that the minutes be accepted with edits. Dave Peterson seconded the motion. The motion passed by unanimous vote.

Anne left the meeting at 9:10.

MLP Manager's Report

Bailey said that hut maintenance was done and the invoice sent to WiredWest. He can share the report with us.

The Tripp Light UPS was replaced by a 5 year warranty 5 year warranty Tripp Light. Future UPS replacements will be with APC lights having a 7 year warranty.

Bailey said he can make a check list of maintenance items that includes the UPS.

He said that Kinsley will come out later this month to check the generator.

There are still no signs of mice.

He has received an email stating that Stephen Richitelli will visit from United Concrete to check the concrete exterior of the hut.

Bailey has visually inspected the network and seen no issues.

At the end of June it was noted that there was an uptick in customer support calls due to a fiber burn. Bailey has requested that the MLP Managers be notified sooner of such events.

There were 3 terminations last month due to unpaid bills.

Bailey said there have been no updates on the phase-3 project. It looks as though the National Grid plan is the one that Hilma sent to us on May 27, 2025.

David Gordon noted that we'll need a final 3-phase electric plan in order to get a quote from Whip City Fiber (WCF) on transferring cables. Bailey said he will ask National Grid for a plan that includes existing poles so we can go to WCF for a quote on the transfer. He will Cc the Heath Selectboard.

Alternative Software to Zoom ?

Bailey recommended switching from Zoom to Microsoft Teams which would save \$150 per year.

David Gordon asked how difficult is it for the public to join if we use Microsoft Team?

Bailey said that a person does not need a Microsoft Outlook account to join.

Members expressed interest in preventing a Zoom bomb.

Setting the Date of the Next MLB Meeting

Members expressed interest in using the next meeting as a test for Microsoft Teams. David Gordon asked Bailey to verify that we can access Microsoft Teams before the actual meeting. Bailey said that he will amend the meeting posting sheet, check with Anne, and send a revised agenda.

Bailey said that due to another job he will have to work on Tuesdays starting next week. MLB members present reached a consensus that they can meet on Wednesdays at 11 am. Bailey will check with Anne.

Proposed dates for the next MLB meetings: Wednesday August 6 at 11 am

Wednesday September 3 at 11 am

Action Taken *Dave Peterson moved that we use the next MLB meeting as a test for Microsoft Teams. David Gordon seconded the motion. The motion passed by unanimous vote.*

MLP Manager's Performance Review

Bailey, Art, and David Gordon met in person at the MLP Office on June 25. In the review of Bailey's performance there were no concerns in any of the categories. They agreed, as required on the form, on 4 goals for the MLP Manager:

- Meet and interview at least 10 customers to ask for network and use feedback.
- Develop with the MLB a written tool for reporting on a monthly basis activities, hours, WiredWest issues, and any other issues or challenges.
- Continue to learn details of network operations.
- Work with the MLB to establish clarity about decision making authority.

Action Taken *Art moved that having conducted a 90-day employee performance review with MLP Manager Bailey Cole on June 25, 2025 in person at the MLP Office on 18 Jacobs Rd. by MLB Chair Art Schwenger and MLB Member David Gordon, the Municipal Light Board accepts the favorable review results and recommends to the Heath Selectboard that as of July 1, 2025 the initial salary for the position be increased 5% from Grade 12 entry of \$25.43 to \$26.70 per hour plus the 3% annual percentage increase provided to all other town employees for Fiscal Year 2026. David Gordon seconded the motion. The motion passed by unanimous vote.*

Art will send Hilma an email reporting this vote.

Bailey said that he had sent to members along with Ned's MLB minutes his Performance Report for June. The total of hours worked was 35. Given Bailey's hours so far, we can expect that even with the modest increase recommended in the above motion the \$14K budgeted by the MLB will cover the MLP Manager's compensation.

Mistake on the Payroll Check

Bailey has reported to the Accountant that he received a recent payroll check for fifty hours when it should have been for just fifteen hours. The Accountant has recommended that Bailey continue to submit his time sheets without pay until the correction has been made.

Art recommended that Bailey write a memo reporting on this mistake.

WiredWest Board meeting July 2, 2025

Bailey reported that the Board has been trying to get a group insurance rate.

The Board has passed a FY26 budget. How much money will be needed for repair is an unknown.

David Gordon said that Kent Lew, representative of Washington, has assumed a backup role to assist Executive Director Jim Drawe. Doug McNally, representative of Windsor and Chair of WiredWest, has assumed some responsibilities.

Agenda Item for Next Meeting

David Gordon reminded us that the MLP neglected in FY25 to put aside money in a Depreciation Reserve. At our next meeting we can set aside money for 2 fiscal years at the same time.

David Gordon moved that the meeting be adjourned at 10:35. Dave Peterson seconded the motion. The motion passed by unanimous vote.

Respectfully submitted,

Ned Wolf