

Minutes of the Teleconference of the Heath MLP Advisory Committee

605-475-4083 Access Number: 369594

March 24, 2020

Present: Art Schwenger, Jan Carr, Ned Wolf, and Sheila Litchfield

Absent: Margo Newton

Art called the meeting to order at 9:35 pm

The committee agreed to postpone taking up the minutes of 3/17. Art reported having attended a WiredWest meeting at the Windsor Town Hall. WiredWest signed the contract with Heath. Sheila asked Art to give the original to Hilma and ask her to make 2 copies, one for Art and one for Sheila.

Art said that there is now \$5K in Heath's WiredWest budget for marketing, and that includes the sending of an information letter before the actual marketing begins. Jan volunteered to draft a letter to be discussed this Friday. When the committee has approved the final draft, we will have it printed and mailed. We can pay for it through a broadband contract. We will check on using the Town's Staples credit card.

Members said that we need to be aware of the expiration date of the contract that Heath has signed with TriWire. Art will contact Bob Bourke about seeking an extension of the contract.

The committee considered what should be in the Town's FY21 Budget for broadband, noting that for FY20 there was \$1000 for WiredWest's annual assessment and \$425 to cover travel expenses to WiredWest and other broadband meetings. We will seek information from Kent Lew of Washington regarding what may be needed in addition to these 2 items in the FY21 budget for broadband. Sheila suggested that the \$1000 might not need to be in the budget because the WiredWest contract was signed by the MLP. Do we need anything in the FY21 budget for MLP accounting? For an MLP manager?

Sheila will post for an MLPAC teleconference call for March 27 at 11 am. At 12 pm Kent will join us.

Art has examples of an MLP manager job description. Sheila can send out Plainfield's job description. She asked how much time the manager's job takes and whether the manager should receive a salary or stipend. We can check the list of tasks with Kent Lew and David Dvore. If Rowe has a broadband budget, Sheila will get it.

Next the committee considered a new Axia make-ready invoice:

Axia	the middle mile	\$13,203.96
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There was a motion made by Sheila and seconded by Jan to pay the above Axia invoice. The motion passed unanimously.

Sheila said that Brian has signed the DocuSign for WG&E to do the 3 additional surveys at 24 Vincent Rd., 37 Sherman Dr., and 612 Route 8A. She told the committee of 2 more DocuSigns. The first is to generate an invoice to be sent by the Town for \$39,009.50 for construction. The second is to generate an invoice to be sent by the Town for \$20,955 for engineering.

TriWire	construction	\$39,009.50
WG&E	engineering	\$20,955.

Sheila made a motion seconded by Jan to approve the first one. The motion passed unanimously. Ned made a motion seconded by Jan to approve the second one. The motion passed unanimously.

Next there was a National Grid invoice for the Hut. Members wondered why the number of kilowatt hours is so high. Sheila will seek more information from David Dvore. Sheila made a motion seconded by Jan to approve the National Grid bill for the Hut. The motion passed unanimously.

Art will find out from Bob the latest on construction dates. We will aim to have the information letter and the FY21 budget ready on March 31. We'll set meetings for April 7,14,21, and 28.

Jan reported on a WG&E conference call regarding how the coronavirus has affected or may affect operations. Bill Ennen says that there's been no disruption in construction schedule as a result of COVID-19 pandemic. At some point the utilities might invoke Force Majeur.

The meeting adjourned at 10:51 am.

Respectfully submitted,

Ned Wolf