

Minutes of the Heath MLP Advisory Committee  
Teleconference Call  
April 14, 2020

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

Art called the meeting to order at 9:33 am. Members read the minutes of 4/7. Jan made a motion seconded by Margo to accept the minutes with emendations. The motion passed unanimously.

Members read the document 'Heath MLP Manager Job Description – REDRAFT – 2' which Art had sent by email. There was a consensus to replace the second paragraph with the following:

The Heath MLP Manager's primary role will be to oversee the Heath Telecommunications Networking by representing the town's subscribers on the Wired West Cooperative Board of Directors, monitoring activity of the Wired West co-op on behalf of Heath subscribers, coordinating the town's responsibilities and actions regarding the Network with Whip City Fiber, and providing recommendations and support to the MLB.

In place of "Sets network policy under direction of MLB" the committee decided on "Recommends network policy for MLB approval."

After making several more edits, the committee backed Sheila's plan to draft the updated job description, send it to the other committee members for their inspection, and finally to ask Hilma to put the document into Heath job description format before reviewing again and sending to the MLB for approval.

Art said he would send Joe Parda an email requesting an approximate date for signing people up. Jan said that Margo's new number for the drops for Mohawk Estates is 217 which brings the total number of drops for Heath to 557. Margo said she can get copies of her map and the map WG&E uses and send her map to Rich Carnall. Art will tell Joe in his email that Margo will be sending her map to Rich Carnall at WG&E.

Hilma has sent a request to the committee to provide information to the Select Board about our activities. Sheila recommended telling the Select Board about the job description for the manager, the Mohawk Estate numbers, discussion of a drop policy, residual items, Wired West's discussing a reconnect fee for seasonal subscribers, the Welcome Heath message on the Wired West website, and the preparation of a blurb for Heath's page on the WiredWest site.

The discussion turned to compensation for the manager. David Dvore estimates that the job requires between zero and up to 20 hours/week. Art said that the first year might take more time. Sheila noted that when David went away for 6 weeks the system continued to work fine. Ned said that David's experience may help him reduce the time needed for certain parts of the job. The committee agreed to

see how the job fits into the town's compensation system. Sheila volunteered to draft the updated job description and send it to the other committee members.

Sheila provided these details for a DocuSign:

\$2160. Engineering with a balance to            Application # 007 HE-ENG- 10001 - 7  
finish of \$93,185.12

She made a motion seconded by Margo to approve the DocuSign. The motion passed unanimously. Sheila said that before the next call with Bill Ennen she will use information provided by WG&E to add up the balance of make-ready costs.

Art briefly summarized his email response to Jenny Hamilton's earlier email. On behalf of the MLPAC he said that we are doing the best we can to provide service to Mohawk Estates, and to do that we need access to the roads in the Estates.

Jan suggested there be a delay in sending a background letter to residents about bringing broadband to Heath.

Jan made a motion seconded by Margo to adjourn at 11:14 am.

Respectfully submitted,  
Ned Wolf