

**MLP Advisory Board Meeting Minutes**  
**Leyden Town Office Building**  
**January 17, 2024**  
**5:30pm**

**MLP Board Members Present:** Jack Golden, John Wallace

**Advisory Board Present:** Anders Ferguson, Al Woodhull, Erica Jensen

Jack called the meeting to order at 5:35pm.

**Discussion**

Minute taker for 1/17/24 meeting:

**Motion:** Anders moved that Erica take minutes for the 1/17/24 meeting. John second. Vote: unanimous

Review of Minutes:

**Motion:** Erica moved to approve 10/17/23 minutes as written. Anders second. Vote: unanimous

**Manager's Report**

Redundancy Update:

Leyden is online with 2<sup>nd</sup> redundancy now and all is working. Slowdown in mid-December 2023 that was an issue with Nokia – all cleared up and speeds returned by Christmas, 2023. Some slowness showing in high use times. Jack offered to bring in usage reports (SolarWinds) to check when usage is highest per day/week/month.

CAF 11 update:

Time getting close to when we will get CAF 11 money. Approx \$22,600 per year for ten years. Leyden will receive \$79,846.13 FY 24 (for year 1, 2 and 3). Money will be paid to the Town and then at a Special Town Meeting – that money will transfer to the Broadband Stabilization account. Jack suggested paying down the loan with that money as it can be used for anything broadband, including paying down debt. Erica will discuss the process at the Jan 29, 2024 Select Board/Finance joint meeting.

2023/2024 Budget Discussion:

John created an income statement and a balance sheet. The income sheets show an excess of \$75K, but that includes 3 years of CAF 11 monies. Jack was encouraged to balance the annual MLP budget, so there could be more income at the end of the year that the income sheet shows.

John looking into the asset list from Whip City (equipment list, hut, etc). With that, John will put a dollar amount against the equipment list and establish a depreciation schedule. Jack estimates that the equipment (hut) may be upwards of \$270K. Both Jack and John will follow up with the Account Manager at Whip City to get an asset list, ask for how long the hut equipment may last and a replacement cost.

Loan Repayment Plan:

Jack: need to determine budget to begin to look at a plan for repayment. Makes sense to look at equipment/hut replacement to get a better understanding of Retained Earnings for the year. Jack and John both think that using the CAF 11 monies (\$79K) for the loan repayment for FY25. Possible to wait one more year to gather more hard data and then potentially hire an accountant for an evening to work through the data (income/balance sheet).

Al: possible to talk to other similar towns to see how they are working through similar financial issues. Jack will look into talking to other MLP Managers.

Pricing, Incentives and Discounts:

Jack: feels that the MLP is not yet in the right space to offer incentives or discounts. Thinks that the cost to replace equipment and repay the loan should take priority for the time being. Erica: has any customer ever asked that a drop be discounted as they are low-income. Jack said no, but that the MLP could put some funds into a budget line item to cover that possibility. Jack agreed to speak with the COA if there are any low-income senior citizens that may want broadband but may not be able to afford a drop.

Al: looked into price differences in surrounding towns. It was difficult to find information and each town has different systems so it is hard to determine price point similarities.

Public Comments:

N/A

Next Meeting:

Quarterly meeting: Wednesday April 17, 5:30pm, Town Office

**Motion:** John moved to adjourn at pm. Jack seconded the motion. Unanimous vote.

Respectively submitted,  
Erica Jensen