

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

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

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

Jack called the meeting to order at 5:30pm.

**Discussion**

Minute taker for 7/17/24 meeting:

**Motion:** John moved that Erica take minutes for the 7/17/24 meeting. Al second. Vote: unanimous

Review of Minutes:

**Motion:** Erica moved to approve 04/17/23 minutes as written. John second. Vote: unanimous

**Manager's Report**

Budget Balance Sheet update:

It is anticipated that there will be Retained Earnings this year. Will wait to discuss amount until all 4 fiscal quarters have been reported.

CAF11 update:

Between the small towns serviced by 95.6% compliant to the CAF11 requirements. Anticipating getting the first three years of CAF 11 money by the end of the fiscal year (\$79,846.13).

WCF Service Plan:

Whip City wants to change the Leyden service agreement with each small town serviced \$2 per subscriber to cover service calls to each house. TBD – what is covered and if that \$2 is in addition to the current fees or is included. The Select Board, as MLP Board, will have to review and sign this agreement.

BEAD Program:

2023/2024 Budget Discussion:

John went through budget lines items in three categories:

- Administration
- Infrastructure (repairs/EQ replacement)
- ISP

Discussion of Retained earnings vs Stabilization account. Also discussed ATM warrant article to pay broadband loan (pull \$79,846 from Retained Earnings and then establish a Special Fund Account when the CAF 11 monies come in). Money can not be placed into Retained Earnings (unless they are specifically certified Retained Earnings).

Need to write warrant article to move to pay broadband debt.

Action: Jack to discuss with Michele about warrant article. Erica will send email to Michele to let her know a warrant article is necessary.

Digital Equity Program:

John explained the idea behind the Digital Equity Program and types of programs that could be funded by this grant. The question is who will write the grant? TBD on that.

Public Comments:

N/A

Next Meeting:

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

**Motion:** Erica moved to adjourn at 6:21 pm. John seconded the motion. Unanimous vote.

Respectively submitted,  
Erica Jensen