

NEK Community Broadband Executive Committee Meeting Minutes

June 26, 2020

Attendees: Kristen Fountain, Nicolas Anzalone, Noah Armstrong, Jonathan Baker, Bill Piper, Dave Snedeker, Mike Strait, Annie McLean

Kristen F. (Vice-Chair) called the meeting to order at 3:02.

Agenda Review

Kristen F. provided an overview of the meeting agenda. No changes were suggested.

Administrative Update

- Last Week's Action Items
 - Noah will manage G-Suite downgrade (for a savings of \$54.00/month) this afternoon.
- Administrative Update
 - Westmore will be joining NEK Community Broadband in July, Eden will stay with Lamoille County.
 - Evan and Annie will receive NEK Community Broadband debit cards. Kristen will manage receipts.
- Meeting Roundup
 - Emergency Broadband Access Plan (EBAP) final draft takes a lot of authority away from CUDs. The Advisory Committee delayed a vote on the Plan. [H:966](#) just passed: \$800,000 for CUDs, max \$100,000 per individual CUD-meant for planning purposes.
 - Vermont Communications Union Districts Association (VCUDA) Meeting - Kristen F. suggested the Executive Committee vote on joining VCUDA at next meeting.
 - Craftsly is not as excited about transferring assets as originally hoped.

- First Light - not committed to being the ISP for last mile. To get more info NEK Community Broadband would need to sign a nondisclosure agreement.
- Tilson - two different levels of partnership within RDOF: 1) consortium where all are bidders; or joining partnership by providing letter of support.
- Kristen F. recommended that NEK Community Broadband seek info to create a big picture network design that serves our addresses and RDOF addresses. The Co-ops want to work with us. First strategy is coordinated network plan (map), second infeasible right of use (IRUs) in place by October.
- Dave Stoner (Northern Enterprise Board Chair) wants to appoint NEK Community Broadband members to their Board and then resign. Kristen F. noted that it was important that that happen soon. Big question is can the change in bylaws allow the CUD to appoint Northern Enterprise Board Members.

Finance & Tech Committee Updates

- No Finance Committee updates.
- Tech Committee is working to set regular meeting schedule and plans to have tech one-pager ready for next Governing Board meeting agenda. The Tech Committee still need additional members.

Executive Committee Recommendations

The draft consent agenda policy was briefly discussed.

Motion to recommend the adoption of the NEK Community Broadband consent agenda policy. (M: Bill P., S: Noah A.) – motion carried 5-0.

The VCUDA recommendation will be voted on at the next Executive Committee meeting.

The Committee engaged in a brainstorming session for Governing Board agenda items:

- Consent agenda policy needs to be number one.
- Engage Board in Q&A to drive conversation and charge them with going back to communities, e.g. what would we do with potential CARES money and how we can publicize these things? 10-15 minutes to have a general discussion, submit questions beforehand. Two separate agenda items: 1) Target segment on rolling-basis every two meetings about a specific topic with a two-month cycle of exploration and questions in advance that can be answered publicly if multiple questions; 2) Ongoing questions section (community concerns) with deadline for submission, also FAQ on website.
- Create summary of legislation and questions for Governing Board packet and devote a focused, finite amount of time for this discussion.

- Create an FYI section in packet.
- Formally recommend that NEK Community Broadband abstain from RDOF.

Job Description Review

Kristen F. will begin to develop jobs descriptions for part-time position(s). There is \$63,000 from USDA, most of which could be utilized to pay salaries).

Projects for CUD CRF Grants

\$100,000 grant for planning could be used for vertical pole analysis, which was pulled from the existing RFP last week with change in scope, and engineering in advance of wireless solutions. \$15 M additional can be used for projects that are less than 25/3...can be used for tactical planning for 70' fixed wireless installations (Kingdom Fiber or another vendor?). There was discussion as to whether NEK Community Broadband could float the loan to hire the people or utilize Northern Enterprise funds.

Other Business

Matt Dunne and Tilson responded to RFP. Respondents have until early next week to respond.

Adjourn

The meeting adjourned at 4:27 p.m. Next meeting is July 3, 2020.

Action Items

- Share revised appointment resolution - Kristen F.
- Email to Governing Board re: G-Suite and broken links - Annie M.
- Share VCUDA Bylaws - Kristen F.
- Ask legal counsel to draft (*and our legal team to review*) Northern Enterprises Bylaw changes - Dave S., Kristen F. Evan C.
- Summarize H:966 and articulate questions for Governing Board discussion - Jonathan B, Nick A.
- Wordsmith the RDOF recommendation - Kristen F.
- Prompt potential RFP respondents - ?
- Request EC Fiber CUD Administrator job description from F.X. - Kristen F.
- Schedule a call with Michael Birnbaum - Kristen F., Jonathan B., Evan C.

Respectfully submitted,

Annie McLean, NEK Community Broadband Clerk