

## NEK Community Broadband

# Governing Board Meeting Minutes

August 13, 2020

**Attendees: See attached list of meeting participants**

Evan C. (Chair, Sutton) called the meeting to order at 5:30 p.m.

## Roll Call

Annie M. (Clerk) established that a quorum was present without a formal roll call.

## Agenda Review

Evan C. (Chair) provided an overview of the meeting agenda. Evan proposed combining the CRF Programs & Projects agenda item with the Long Term vs Short Term Planning agenda item and moving both to the end of the agenda.

**Motion to combine CRF Programs & Projects agenda item with the Long Term vs Short Term Planning agenda item and moving both to the end of the agenda (M: Kristen F., S: Mike S.) – motion carried 23-0.**

## Public Comment

There was no public comment.

## Consent Agenda

Evan C. (Chair, Sutton) provided an overview of the consent agenda.

- Governing Board Meeting minutes
- Financial Policies & Procedures: Temporary Spending Procedures; Accounting, Auditing and Reporting Policy; Cash Receipts Petty Cash Returned Check Policy; Fraud Prevention Policy. Town versus CUD

**Motion to approve the consent agenda (M: Kathleen M., S: Dana C.) – motion carried 23-0.**

## Administrative & Committee Updates

Evan C. (Chair) provided an overview of the administrative updates sent out in the meeting packet and introduced Chirstine Hallquist, who has been hired as the NEK Broadband project manager for August and September. Christine spoke to the Board about her background. Rudy C. welcomed Christine. Jock G. requested that Chirstine's email be shared with the Governing Board. Dave S. (Treasurer) asked for an overview of the project manager scope of work, which Evan C. provided. Katherine S. expressed excitement to let

Christine take over the day-to-day responsibilities. Kristen F. (Vice-Chair) hire treasurer with NVDA.

## Tilson - Feasibility Study, Survey & RDOF Participation

Evan C. (Chair, Sutton) provided an update on Tilson's work and invited all Board members to join the weekly Executive Meeting to hear direct updates from Tilson. He requested that Board Members share feedback on Tilson's draft take rate survey with the Executive Committee. Jock G. asked for a mailed survey and also expressed a desire to include the infrastructure (non rate payer) model on the survey. Evan C. explained the concept of our RDOF teaming agreement and the limitations of what can be discussed publicly.

## 2020 Budget

Kristen F. (Vice-Chair) provided an overview of the proposed 2020 budget, including that the Finance Committee will be following the required budget process outlined in State Statute. Evan C. (Chair) noted that Vermont Community Foundation donated \$10,000 to the CUD and it is anticipated that an additional donation is forthcoming. Dave S. thanked Kristen F. for writing grant applications and serving as de facto chair of the Finance Committee.

**Motion to accept the 2020 budget as presented (M: Katherine S., S: Todd V.) – motion carried 23-0.**

## CRF Programs & Projects Long Term vs Short Term Planning

Evan C. (Chair) provided an overview of the currently proposed Connectivity Initiative projects (and providers) in the region. The RTO wireless project in Peacham had multiple objections. He does not expect all will be approved due to the amount of money available. He then gave an overview of the process for the line extension program. Most ISPs are looking for projects less than a mile from the last address, which significantly limits the amount of new addresses to be served. Nick A. provided a summary of how individuals can go about accessing this program (must have less than 25/3 service to qualify) and Katherine S. provided a link to the [NEK Collaborative Webinar](#) that provides tips about the program. Evan C. (Chair) added that DSL and Consolidated Communications are not participating...the only participating ISP appears to be Spectrum Fiber. Scott C. added that he believed that Spectrum was only offering video cable, not fiber, and that he had applied. Mike G shared his experience attempting to build critical mass in his location for a line extension. Noah A. shared a link to the [broadband deployment map](#). Evan C. (Chair) also mentioned the soon to be rolled out Broadband Assistance Program, which is a lifeline program that provides elderly residents with either heavily discounted or free internet access. Nick A. requested that Board Members alert their Town Selectboards if there are CRF projects that are proposed to serve addresses in their towns. He added that there was no quick, easy one way to rally towns to ensure they are taking advantage of these

programs and asked for feedback on what Board Members were doing. Dana C. mentioned setting up a hot spot at the Kirby Town Hall to help those not served at home access broadband. Brian Webster is almost done with the service maps, which will enable better understanding of which addresses may be candidates for the line extension program. The format for updates for member town selectboards were discussed, newsletters, one-page quarterly, etc.

## Other Business

Jock G. proposed that the CUD establish a cooperative (suggested working with Kingdom East) that would work with a pilot project using the broadband as infrastructure model to ultimately free people from monthly service fees and replace these with a small line item in municipal taxes. He suggested Board Members check out [althea.net](http://althea.net). Christine Hallquist explained the cooperative model structure and offered to share a report on cooperatives.

## Adjourn

**Motion to adjourn (M: Jock G, S: Marjorie K.) – passed 23-0.** The meeting adjourned at 6:59 p.m. Next meeting is September 10 , 2020.

*Respectfully submitted,*

*Annie McLean, NEK Community Broadband Clerk*

**NEK COMMUNITY BROADBAND GOVERNING BOARD MEMBERS**

**OTHER MEETING ATTENDEES**

<b>Town</b>	<b>Delegate</b>	<b>P</b>	<b>V</b>	<b>Alternate</b>	<b>P</b>	<b>V</b>	<b>Alternate</b>	<b>P</b>	<b>V</b>
Albany	Kristen Fountain	x	x	Robert DeWees			Jeremy Wintersteen		
Barnet	Kathleen Monroe	x	x	Charlie McAlpine			Carolyn Holliday		
Barton	Philip Roberts								
Brighton	Michael Strait	x	x	Jonah Petre					
Burke	Jennifer Barone			Todd Vendituoli	x	x			
Concord	William Humphrey								
Coventry	David Barlow			Phil Marquette					
Craftsbury	Katherine Sims	x	x	Rudy Chase	x		Brian Machesky		
Danville	Jonathan Baker			Sean Franson					
East Haven	Lyonel Tracy	x	x	Francie Loynd			Kerri Fillion		
Glover	Noah Armstrong	x	x	Shaun Campbell					
Greensboro	Carol Fairbank	x	x	Mary Metcalf					
Groton	Mike Gaiss	x	x						
Hardwick	Paul Fixx			Doug McClure					
Irasburg									
Kirby	Dana Caspersen	x	x	Malcolm Doak	x				
Lowell	Marjorie Kramer	x	x	Faye Starr	x				
Lyndon	Shawn Tester	x	x	Marty Feltus	x				
Newark	Mark Whitworth	x	x	Jean Paul Calderone					
Peacham	Jock Gill	x	x						
Ryegate	Shaun Burroughs	x	x	Nelson Elder					
Saint Johnsbury	Nick Anzalone	x	x	Scott Campbell	x		Bobbie Wagner	x	
Sheffield	Anne McLean	x	x	Carolyn Crankshaw					
Stannard	Steve Pickard			Joanna Polsenberg					
Sutton	Evan Carlson	x	x	David Tucker	x				
Waterford	Bill Piper	x	x	Gary Allard			Fred Saar		
Westfield	Carrie Glessner			Laura Emery	x	x			
Westmore	Erik Townsend	x	x	Linda Michniewicz					
Wolcott	Michael Davidson	x	x	Bruce Wheeler					
Wheelock	David Stahler	x	x	Tyler Harter					
Treasurer (non-voting)	Dave Snedeker	x							
Project Manger	Christine Hallquist	x							

Delegates P/V	21	21	Member Towns	30
Alternates P/V	9	2	Towns Represented	23
Votes total	23		Quorum	Yes
Votes to pass	12			