

NEK Community Broadband

Executive Committee Meeting Minutes

October 2, 2020 (3-4:30pm)

Attendees: Jami Jones (non-voting clerk), Evan Carlson, Nick Anzalone, William Piper, Katherine Sims, Noah Armstrong, Kristen Fountain, Mike Strait (non-voting member) (3:50-4:37pm)

Meeting Called to order: 3:05pm

Agenda Review-

Motion to propose a change to the agenda: Christa Chute to join the meeting at 3:50, Nick motioned, Kristen Seconded, motion carried (6-0).

Updates-

- **Administrative Update**
 - NVDA has received notice for the hiring of Christine, Dave is finishing the contract this weekend
 - Christine has sent out her update via Email attachment.
 - Only have \$3000 in the account, before we can pay all of our past due invoices we need the money from Connected Communities, the Department of Public Service (DPS)
 - Need to figure out the best policy to do direct deposit for Community Bank. There is the possibility of doing direct deposit through an accounting software such as Quickbooks.
 - Christine will be doing more research about this and will come with information
 - Jami has been given access and will follow-up with Annie for the Wordpress process to post the minutes
- **Meeting Roundup**
 - Andrew from Tilson trying to decide if they can complete the project they were previously assigned. They have not completed the contract with the state and are working through the contract. We may not be able to partner with them to help spend CARES funding. A Proposal is being given, high end and low end. We are expecting more information.

- They would own their grant, but they are looking for a long-term IRU to get to the RDOF Blocks that they serve. We would help fund and own what we fund. We will be discussing and writing a contract for the IRU. We would like to get this proposal into the governing board packet.
- Looking at the low interest infrastructure that the CUDs have to help build the networks.
- **Finance & Tech Committee Updates**
 - Rob Fish- A lot of issues with what and how the CARES money is to be spent. The whole pole survey will not be allowed. Potential projects that could get funded are ones that can connect people to the internet by the end of the year. He was wondering if one of the other CUDs would be willing to invest in our CUDs infrastructure. The stricter timeline may prove to be an advantage. We are hoping that Tilson will be prepared.
 - We are waiting for Christine to hear back from GMP about their interest in contracts, VELCO is interested in limited capacity.
 - During the Senate Finance Hearing meeting it was stated that June would like to see more funds from the state go to CUDs for these projects. Fiber will be prioritized again over cable.
- **Christine's Update**
 - Via email.

New Business-

3:40 - Annual Report & Budget Review- Christine is helping to prepare policies for spending and procurement. Her input will help the finance committee to prepare annual reports and budgets

- Tech Committee- VELCO Fiber strategy doc. use is detailed, that Christine sent via email (attached below). Appointed Shawn Burroughs as the chair of the Tech Committee. May be worth while to invite him to the meetings to give updates.
- Tilson is still expecting to give us a draft by the week of the 15th.
- The initial push of the surveys was very good, but we have not received the same level of engagement for the surveys. Discussion is on the possibility of displaying the survey again on Facebook or front porch forum is worthwhile. Katherine and Carrie

can direct post to all of the Kingdom Forums. Kristen will continue in Albany. The cut off date is next week. Survey will be open until the feasibility study is finished.

- Noah would like to set up a pixel for long-term advertising for the Facebook page.
- The budget and annual report looks good, we are awaiting the feasibility study and further information before it is submitted. Before October 22. The Governing Board will approve a draft, it would be presented at the November Public Meeting and a final completed report and budget are to be submitted in December 15th. We will also need a Financial Statement to be prepared for these meetings.
- We would like to get the packet out by Tuesday for the Governing Board. Section 30.75 of the statute. <<https://legislature.vermont.gov/statutes/chapter/30/082>> We will try to follow it as closely as possible and make changes as we can, before the public hearing.

Motion was made to approve the draft of the annual report and budget. Katherine motioned, Nick seconded, motion carried (6-0).

- The report will give us more clarity about where we are headed for the next year. We want to instill confidence and will look into info sessions with Tilson to the public for FAQ. We would like Christine to head this up.

3:50 - KF Project Update

- Christa Schute: lawyer, but focus is on electric and gas energy advocacy. Has great amount of experience with the fiber issues in VT, and looking forward to continuing in these fields.

Motion to executive session to discuss Northern Enterprise and the State of VT including Jami, Noah and Mike Strait Nick motioned, William seconded, motion carried (6-0).

Nick moved that we exit executive Session

- Michael has purchased the fiber and a signed a contract with Kingdom Fiber, Christine and he will be working on information to share for the project timeline before the Governing board meeting.

4:00 - October Governing Board Meeting Agenda

- Give highlights of what CARES funding might go towards, Drafts budget and reports will be included as well. There could also be a communication letting everyone know that we heard and are working on their needs (such as getting certain information out sooner). Katherine suggested a high-level report on what the CUD has been up to or a bullet point list of goals with timelines for the governing boards and where we currently are and what has changed since the last update. We would like to remind the governing board of our elevator pitch. Nick, Kristen, and Evan will be preparing that packet

No Other Business

Adjourn

Kristen motioned, Nick seconded motion carried (6-0)

The meeting adjourned: 4:37pm

Action Items-

- Evan will send Jami Zoom information
- Evan will follow up with Dave on the checks from the Department of Public Service (DPS)
- Evan will send Noah what he needs to make a pixel for the Facebook page.
- Christine will coordinate some info-sessions with Tilson after the Report is finished.
- Nick, Kristen and Evan will be preparing the packet for the governing meeting.

Respectfully submitted,

Jami Jones, NEK Community Broadband Clerk

Information on how to access the remote meeting:

- By telephone: Dial 1-929 205 6099. When prompted enter the meeting ID: 988 4359 3106.
- By computer: Join the meeting by clicking here: <https://zoom.us/j/98843593106>. You may be prompted to enter a meeting ID: 988 4359 3106.
- By smartphone, tablet, or other device: Join meeting by clicking here: <https://zoom.us/j/98843593106>.

To ensure smooth access, we recommend that you test your remote meeting software in advance of the meeting. **If you have difficulty accessing the meeting, please call 617-909-3408 or email execs@nekbroadband.org.**