NEK Community Broadband

Executive Finance Meeting Minutes

July 1, 2021 4-5:00pm

Attendees: Jami Jones (clerk), Christine Hallquist (admin), Mike Strait, Kristen Fountain, William Piper (4:15pm), Woodman Page (4:39pm)

Agenda Review- 5 min

Updates-

- Review & Approve Minutes from June 3, 2021
- Review bank statement
  - Answered questions for Jami on expenses.
  - Accepted the statements
  - Jami will continue to send the current documentation: statements, P&Ls and balance sheets.

Old Business-

- Grant management software
- Municipal Accountant
  - Christine will get the committee an update and a commitment from an accountant.
- Selectboard discussions update
- Website Information
  - Has not been fully completed, Mike is collecting the information

New Business-

- ARPA grant status yet as it relates to employees
  - Discussed a prospective budget of the ARPA/remaining funds and how to fund the prospective budget.
  - Recommendation on a new hiring schedule to allow for Jami to increase hours to 15/wk, and Project Manager in September.
  - Discussion on a line of credit based on reimbursement grants.
- Motion to recommend to the executive committee that we increase Jami Jones’s salary from 10 hours per week to 15 hours per week retroactive to July 1, 2021 Motioned: Kristen, Seconded: William, Carried: (4-0)
• Motion to recommend to the executive committee to prepare to hire a project network manager by early September. Motioned: Kristen, Seconded: William Piper, Carried: (4-0)
• Question (Bill): Do we have a job description for tomorrow?
  ○ Answer: Christine will pull together something preliminary to present to the Executive Committee tomorrow.
  ○ At the least the description would include someone to take over the concord/waterford project and the transfer of the state assets
• Kristen will send the link to the Draft Budget to Evan
• Physical location was 11 Birch Street, at the Welcome Center in Brighton.

Other Business

Adjourn

Motion to adjourn. Motioned: William Piper, Seconded: Kristen, Carried: (4-0)

Respectfully submitted,

Jami Jones, NEK Community Broadband Clerk