NEK Community Broadband

Executive Committee Meeting Minutes

September 3, 2021 - 3pm - 4:30pm
Physical Location: 142 Eastern Avenue, St. Johnsbury, VT 05819

Attendees: Kristen Fountain (Vice-Chair), Christa Shute (ED), Jami Jones (Clerk), Nick Anzalone, Morgan Wade, Michael Strait, Jonathan Baker, William Piper

Absent: Evan Carlson
Quorum is 5

Agenda Review
Addition of a Concord/Waterford discussion after the Partnership MOU

Updates

• **Action Items Check In - Approve Previous Minutes**
  ○ Lemington is not a member of the CUD. The CUD may consider a policy regarding when work will be done in the non-member towns.

Motion to approve the minutes from the last meeting. Motioned: Michael, Seconded: Morgan, Carried (5-0)

• **Administrative Update**
  ○ Carrie Glessner would like to rejoin the communications committee

Motion for Carrie to be reinstated on the Communications committee Motioned: Kristen, Seconded: Nick, Carried: (5-0)

  ○ Office was rented in Hardwick for a physical location/mailing address.
  ○ 350/month including all utilities. $1400 for this year, $4200 for a whole year

Motion for Executive Committee to approve the expenditure for renting the Hardwick Office Space. Motioned: Morgan, Seconded: Nick, Carried: (5-0)

  ○ Survey to the Governing Board about what buildings are available in the member towns to see what is available.

• **Meeting Roundup**
• **Committee Updates**
• **Christa's Update**
  ○ May have found some pole information for Barton, the CUD may only have to get more information in Hardwick.
Michael suggested that we meet on the 17th at the Island Pond Fair.

New Business

- Approval of Partnership MOU

Motion to find that the premature disclosure of the Partnership MOUs would disadvantage the CUD and the parties involved. Motioned: Nick, Seconded: Morgan, Carried: (5-0)

Motion to enter Executive Session under 1 VSA 313 B with Christa Shute and Jami Jones, Motioned: Nick, Seconded: Michael, Carried:(5-0)

Motion to exit Executive Session. Motioned: Nick, Seconded: Morgan, Carried:(6-0)

No action was taken in Executive Session.

William Piper joined at 4 pm. (Quorum is now 6)

Motion to recommend to the Governing board the approval of the Partnership MOU pending the changes discussed. Motioned: Michael, Seconded: Nick, Carried: (6-0)

- Procurement RFPs Discussion
  - Christa proposed that the CUD put together an RFP for fiber. Usually the construction will bring their own. It will include Concord and the first year's build. Included: promised delivery.

- Concord/Waterford Discussion
  - CARES funds became available on a first come first serve basis, funds to be used by the end of the year.
  - Christa has been working with the Concord/Waterford partners to see if we can add to the project.
  - If the project is expanded, it will be a tight deadline.
  - Nick- Could they extend the deadline again?
    - Christa- most likely not. Christine will be giving us a list of what must be done by Dec. 31st and what the exceptions will be.
Motion to find that premature disclosure of the Concord/Waterford build could put the CUD at a significant disadvantage were it made public. Motioned William, Seconded: Morgan, Carried: (6-0)

Motion to go into Executive Session. Motioned: Nick, Seconded: Morgan, Carried: (6-0)

Motion to exit Executive Session. Motioned: William, Seconded: Morgan, Carried: (6-0)

No action was taken in Executive Session

Motion to support the expansion of the pilot project and asking for available CARES funds. Motioned: Morgan, Seconded: Michael, Carried: (6-0)

- **Legal Cost**

Motion to approve an increase from $6000 to $8000 for the months of September and October (due to increased hours) in Christa’s legal retainer. Motioned: Morgan, Seconded: William, Carried: (6-0)

- **Governing Board Survey**
  - Will be moved to next meeting

- **SB Meetings; Town ARPA Funds**
  - Will be moved to next meeting

- **Logo**
  - Will be moved to next meeting

**Other Business**

- Governing Board Agenda
- Selectboard Meetings

**Motion to adjourn** Motioned: Morgan, Seconded: Nick, Carried: (6-0)