

NEK Community Broadband

Executive Committee Meeting Minutes

October 22, 2021 - 3:00pm - 4:30pm

Physical Location: 142 Easter Ave, St Johnsbury, VT 05819

Attendees: Christa Shute (ED), Jami Jones (clerk), Evan Carlson (Chair), Kristen Fountain, Ray Lanier, Jonathan Baker, Morgan Wade, Michael Strait, Nick Anzalon, William Piper

(Quorum is 6)

Agenda Review

Motion made to have an additional discussion about partnerships. Motioned: Morgan, Seconded: Mike, Carried:(6-0)

Updates

- Action Items Check In - Approve Previous Minutes
 - Postponed to the next meeting so that the committee has time to read them and give feedback.
- Administrative Update
 - Christa has gotten the Scope of Work out to Wendelyn, Jami and Christa will be working on the chart of accounts next week. Grant reports also went out this week. The subgrant agreement should be coming through on Tuesday. We still need to do grant reporting for the CARES project (Kingdom Fiber). We will submit our final report when the amendment is approved and free up some funds from the Preconstruction grant.
 - Jonathan- Did the equipment get ordered last week?
 - Christa- yes.
 - Evan- we would like to include the Executive Committee on the Grant reports when they are sent out. Especially the project timeline and the overview to show where we are on the project.
 - Kristen- The financials have been reviewed by the Finance Committee.
 - Evan- Grant went out with NCIC. \$75M to revitalize the Papermill and broadband support in the surrounding community. We will know if we will receive \$60K of that (more info in November).
 - Kristen- Reconnect grant is now available as well.

Nick Anzalone joined at 3:08pm (quorum is now 7)

- Meeting Roundup- none
- Committee Updates- none
- Christa's Update
 - Going to be identifying the OLT places as well as the Cabinet placements. There was contact with the NEK Collaborative. Christa will be connecting with MaryAnne on workforce development and a panel. Next steps, sending out the Dept of Labor Survey, and will be working with Will from VCUDA. This will also help the CUD get financing. We now have contracts for State Fiber. The Committee will receive it in the next round of reviews. It has been backdated to Sept 30th, and the CUD has 6 months to correct any errors. Christa will be reviewing that in the next week or two. We will be looking to execute a contract with Eustis Cable on a month by month basis for now, until we can do an RFP. The NEK CUD will be invoicing for the costs on the fiber that we incur.
- Welcome Ray Lanier to Executive Committee
 - Ray gave an introduction about his experience with Internet and Broadband related work.
- Personnel discussions -
 - A job description was sent out for "Grant Manager"

Motion to find that the discussion of personnel and hiring could disadvantage the CUD and the parties involved. Motioned: Mike, Seconded: Nick, Carried (7-0).

Motion to go into Executive Session with Jami Jones and Christa Shute to discuss hiring under 1 VSA 313. Motioned: Morgan, Seconded: Mike, Carried: (7-0).

Motion to Exit Executive Session. Motioned: Morgan, Seconded: Mike, Carried: (7-0).

No action was taken in Executive Session.

Executive Committee Meeting will also be held next Friday.

Motion to approve the job description for a Grant Manager/Treasurer and approve it to be published. Motioned: Mike, Seconded: Ray, Carried: (7-0).

- GB Board Meeting / Detailed Design Debrief
 - Christa- there were some good ideas and gave people the sense of where we are shifting. The input given will be incorporated into what the NEK is doing

and given to the Executive Committee and Director. There will be changes made to the mission statement. Approval for the updated mission statement will be made at the next Executive Committee Meeting (Friday 29th).

- Kristen- the mission statement was made when the organization was formed and the organization has changed, it makes sense for the mission statement to grow with the organization.
- Ray- The small group allowed a conversation to occur amongst everyone. Those who were shy shared more than they would have in the larger meeting.
- Morgan- It went well, and we should try to schedule more breakout groups.
- Kristen- going to quarterly board meetings could give each meeting more focus.
- Crowdfiber - timing and uses
 - Christa- we have to get Concord going and we can use Crowd Fiber to get a presubscription going. Service may start as soon as June. We can get more information in Hardwick and Barton. Excel data may be able to be imported to the locations.
 - Nick- There is a lot to be excited about. Projected roll out is 3-6 weeks. We need to be diligent with our time and keep the timeline as tight as possible so that we do not end up on the 6 week time frame.
 - Christa- Ideally survey in 2 weeks, Concord roll out over 6.
 - Nick- We need to be clear about what we want the survey to “do”. What are the workflows that seem critical and time sensitive to get started on the most critical points? The surveys are tagged to GIS zones. Crowd Fiber would like to do 2 meetings per week to make the timeline work. Nick and Christa will collaborate on what the workflows will look like.
 - Kristen- do we need to do pole surveys for Hardwick or Barton?
 - Christa- yes, we have some. There may be spreadsheets of the poles and we could get all of the service addresses. The biggest task will be eliminating off-grid. When we get into design, they will go out to do a detailed field survey. We may need other solutions for the data problems that do not require such heavy lifting.

Bill Piper joined at 4:15pm (quorum is now 8).

- Fiber Purchase Options (tentative)

Motion to find that the discussion of the fiber purchase options would put the CUD at a substantial disadvantage. Motioned: Morgan, Seconded: Mike, Carried (8-0).

Motion to go into Executive Session under 1 VSA 313 to discuss Fiber purchasing with Christa Shute and Jami Jones. Motioned: Mike, Seconded: Kristen, Carried (8-0).

Motion to Exit Executive Session. Motioned: Morgan, Seconded: Ray, Carried: (8-0).

No action was taken in Executive Session.

Motion for Christa Shute, pending approval, to enter into a letter of credit of up to \$4 Million with Community National Bank. Motioned: Morgan, Seconded: Kristen, Carried: (8-0).

Other Business

Nick left at 4:39pm (quorum is now 7).

- Ray will be joining in on the Monday Check-in meetings.

Adjourn

Motion to adjourn. Motioned: Mike, Seconded: Ray, Carried:(7-0)