

NEK Broadband Community Broadband CUD

Executive Committee Meeting Minutes

May 22, 2020

Attendees: Evan Carlson, Kristen Fountain, Nicolas Anzalone, Noah Armstrong, Jonathan Baker, Bill Piper, Dave Snedeker, Mike Strait, Annie McLean

Evan Carlson called the meeting to order at 3:01.

Agenda Review

Add clerk discussion under other business.

Updates

- Administrative Update - The CUD has an EIN Number. Discussion followed on whether or not a municipality could apply for 501(c)(3) status and if there was any advantage for grants or accepting tax deductible for donations. Dave needs a final organizational document and signers to set up a bank account. Dave, Evan, Kristen, and Annie will be signers.
 - Updated RFP should go to Dave to get out by next Tuesday. With a respond by date of 6/8/20.
 - RFI for vendors to go to RDOF will go out early next week with a respond by date of 6/10/20.
 - Northern Enterprise Update - Feedback on letter of intent. Eli will get more info early next week.
 - Kristen provided an update on potential EDA funding from CARES ACT in addition to money from FY19 Disaster Funds - Essex County is one of the counties that is eligible for disaster funding. The Finance Committee will discuss in greater detail.
 - CUD Consortium call on Monday with all CUD chairs included discussion re: all CUDs to going to RDOF together. Where does the Executive Committee stand on the consortium?Evan suggested that the CUS collaborate with other CUDs to form a unified voice on policy and potentially lobby together. ⅓ of the State is in a CUD. EC Fiber could potentially go to RDOF on behalf of all CUDs with Valley Net as provider. RFI is not duplicating efforts as none of the options for RDOF are set in stone. There are essentially four options for RDOF: 1) the State; 2) VELCO and utilities
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hybrid; 3) EC Fiber; 4) RFI respondents. There will be more info on EC Fiber and Tilson in the coming weeks.

- Electric Utilities - Bill has calls set up next week with Utilities. Ken Nolan at VPPSA can maybe speak for all municipal utilities. Bill is working with Eli to figure out best contact at GMP. Should have report for next week's Governing Board Meeting. Evan noted that VEC, GMP, and VELCO are all collaborating with Tilson to see if there is a viable business model to go to RDOF together and should have a proposal ready next month. This would take a lot of weight off of the NEK CUD to find an RDOF partner.

New Business

Agenda for Governing Board Meeting -Thursday, May 28, 2020

- Update on letters/feedback that have been set out by the Executive Committee.
- Vote: new member towns - Irasburg, Wolcott, and Eden, Executive Committee recommends approval, however the written recommendation should mention the 5 towns in Lamoille County Expansion Group, noting that admitting additional members might require further study.
- Vote: charters and committee appointments for Finance and Tech Committees.
- Vote: 3 physical locations to post meeting agendas.

Communication Process

- Nick suggested creating a standardized communication on a regular basis to stem the flow of emails. This should be a bi-weekly (Sunday before Governing Board meetings) summary of all relevant CUD business that Governing Board members can use to update their selectboards. This will also help move Governing Board meetings along by allowing for a quick highlight of the updates followed by Q &A. Nick will create a template for this Sunday.

Technology Committee Charter & Website

- Technology Committee focus should be technology around the pole attachments, substations, wireless tools, fiber splicing technology, etc. to ensure the CUD is using "future proof" technology. Educational outreach for constituencies as well as deep knowledge for review of technical proposals from build partners will also be key tasks. Embedded knowledge is needed to make informed decisions.
- Noah shared that David Martin is willing to sit on the Tech Committee.
- The CUD needs to develop a formal statement on wireless.
- Noah provided an overview of the CUD Digital Plan, noting that the CUD needs a shorter acronym/nickname. He stressed the importance of getting text on the website and more community interaction and more social media presence. He suggested using snippets of meetings for blog or press releases, a monthly

newsletter (repurposing the bi-weekly Governing Board communication) with sign up on the website.

Other Business

The Committee discussed hiring a paid Clerk/support staff.

Action Items

- Forward CUD org. docs to Dave - Nick
- Set up CUD bank account - Dave
- Purchase CUD Zoom Account - Annie
- Research 501(c)3 feasibility and options - Evan, Annie
- RFP should out by next Tuesday - Dave
- RFI next week - Kristen
- Draft motion for admitting Irasburg, Wolcott, and Eden and setting posting locations- Evan
- Packet out to Governing Board on Tuesday: Charters, RFP, RFI, response to EDAP, sample motions for new Towns, charters, appointments, and agenda posting locations - Executive Committee
- Finalize biweekly GB communications template - Nick
- Reach out to potential Tech Committee members - Noah, Johnathan
- Wireless one-pager - Tech Committee
- Gather examples of ultra rural mountainous community CUDs - Tech Committee
- Clerk responsibilities/job summary - Annie

4:30 Nick made a **motion to adjourn**. Kristen **seconded the motion**. **Motion carried 5-0**.