

NEK Community Broadband

Executive Committee Meeting Minutes

August 7, 2020

Attendees: Evan Carlson, Kristen Fountain, Nicolas Anzalone, Noah Armstrong, Jonathan Baker, Bill Piper, Katherine Sims (3:21 p.m.), Mike Strait, Annie McLean, Tilson representatives (3:45 p.m.): Frederic Feit, Elaina

Evan C. (Chair) called the meeting to order at 3:03.

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Administrative Update

- Contract with Biran Webster has been signed.
- Christine Hallquist is on board with the temporary project manager position for two months at a salary of +\$3,500/month. The \$2,000 for Primmer Piper (legal team) is the other large expense that has already been authorized.
- NEK Broadband was also awarded the RDBG Grant as well and can begin spending on that Grant immediately.

Meeting Roundup

- Evan C. spoke with Jeff Austin from CCI about the line extension program. CCI is not participating in the line extension program. Fiber to the premises deployment in Wolcott, which is coming out of Morrisville Central Office. No other Central Office in the NEK has fiber capabilities.
- Evan C. and Kristen F. talked with June Tierney and Clay Purvis from DPS about standardized IRU policies for CUDs and the distribution utilities. They were supportive but not before the end of year.
- Kristen F. gave a VCUDA update. VCUDA is a public body and will try to separate the peer learning aspect from the public body aspect.

Finance & Tech Committee Updates

Financial policies have been submitted for Executive Committee approval.

Motion to recommend to the Governing Board the adoption of the set of financial policies prepared by the Finance Committee as part of the consent agenda. (M: Nick A., S: Evan C.) – motion carried 6-0. August 2020

Kristen F. reviewed payments recommended for authorization by Finance Committee:

Reimbursements for expenditures on behalf of the CUD:

- Jonathan Baker, owed \$556.21

GSuite_May (\$311.21); Gsuite_June (\$191); July (\$54)

- Annie McLean, owed \$31.78

Receipts: Zoom_May; Zoom_June (each \$15.89)

New Spending

- P.O. Box leasing, authorize payment up to \$200

Motion to approve the Finance Committee recommendation for reimbursements to Jonathan B. and Annie M. as well as new expenditure on P.O. Box rental for the CUD (M: Evan C., S: Katherin S.) – motion carried 7-0.

Kristen F. introduced the proposed 2020/2021 budget and discussion followed. Kristen F. presented recommendations for authorizations for the pre-payment for consultant services for Brian Webster: \$10,000 and regular bi-weekly payments upcoming (mid-August, early September) for a Clerk/Bookkeeper: \$400 and a Project Manager/Treasurer: \$1,750.

Motion to authorize the expenditure of funds for consultant services for Brian Webster, and two (2) bi-weekly payments for a Clerk/Bookkeeper and Project Manager positions. (M: Kristen F., S: Bill P.) – motion carried 7-0.

Tilson Feasibility Study Check In

Tilson representatives Frederic Feit and Elaina provide an overview of the Northeast Kingdom Broadband Survey. Executive Committee members provided feedback. While the survey is live Tilson will be continuing to work on the high level network design and operating business model.

Connectivity Initiative Project Review

Project list includes 1,280??? addresses, more than half will be served by fiber to the premises. The RTO wireless project in Peacham has received some push back for offering 25/3 for over \$100/month when taxes are included. Peacham selectboard is expected to ask the CUD to object to the project as well as the process.

School District Webinar

Kingdom East will host a webinar next wednesday evening to get families a better understanding of the line extension program. Evan C. expects to have more info from Rob Fish prior to the webinar.

Governing Board Update & Agenda

The following potential agenda items for the next Governing Board meeting were discussed:

- Update on DPS programs

- Feasibility study update and survey deployment
- Interactive segment activity
- Short-term versus long-term projects including prioritization of build
- Budget
- Updates with Q & A on Brian Webster and Christine Hallquist

Other Business

There was no other business discussed.

Adjourn

The meeting adjourned at 4:36 p.m. Next meeting is August 14, 2020.

Action Items

- Develop list of immediate priorities for the Tech Committee - Jonathan B., Evan C.
- Develop revised budget - Kristen F.
- Governing Board update - Evan C.
- Selectboard update - Nick A.

Respectfully submitted,

Annie McLean, NEK Community Broadband Clerk