NEK Community Broadband

Governing Board Meeting Minutes

October 8, 2020 5:30-

Attendees: See attached list of meeting participants (23)

Meeting Called to order: 5:37

Roll Call

Agenda Review-

Motion made to add an Executive Session with Tilson to the Agenda at 6pm. Motioned:Mike Strait, Seconded: Kristen Fountain, Discussion: None Carried: (23-0)

Public Comment- No Public Comment

Consent Agenda-

Motion made to Consent Agenda for approval Motioned: Paul Fixx, Seconded: Mark Witworth, No Discussion, Carried: (23-0)

Approve Meeting Minutes

Finance Policies

FYI: Executive Committee Minutes, Finance Committee Minutes

New Business-

Administrative & Committee Update Discussion

Voting the resignation of Annie McLean as clerk and David Snedeker as Treasurer; enstating Jami Jones as Clerk and enstating Christine Hallquist as the Treasurer Motioned: Noah Armstrong, Seconded: Kristen F. Discussion: to thank Annie for her service and welcome Jami into the NEK. Thank you to Dave Snedeker. Carried: (23-0)

Evan asked the board if they had any questions over the previous meetings. Mark Whitworth asked about a statement on the October 2nd minutes about the Tilson surveys becoming less effective. Tilson believes that we got a good sample size. Paul said there were several people in Hardwick, who were unable to submit their answers due to

technical difficulties. To show that perhaps there were more people who took the survey than were able to submit the survey. There is the possibility to have more information given to the general public perhaps via a newsletter (suggested by Katherine Sims). Caro Thompson would be interested in being involved in a communications project to build community. A sub-committee of the governing board would be helpful to handle how to communicate what can be done. Suggestion for a quarterly update from the boards. Malcolm and Mike G. would also be interested in being on a communications committee.

Christine's Update- signed her contract today.
- We have to move the state assets before the northern enterprise assets, but we have a plan to go forward for those assets by doing mile for mile swaps. We are happy that the EDA and the state support the transfer of those assets.
- The state will only pay for the connectivity through the end of the year, which means it is hard to provide via wifi hotspots. Someone would need to pay the monthly charge for the data. Schools, Libraries, and Town Halls may be good locations for the future.
- Have met with the utility groups and they are "eager to help us." In the next few weeks Christine will get clarity on what "help us" means. We would like to not have make-ready charges, but we are not sure if the smaller utilities will have the capacity to swallow those charges
- David asked what the approximate range of the Wifi hotspots. Noah suggested that it depends a lot on the device, but it would be considered a short distance, but more difficult to set up for a whole town.
- We would like to do the Make-ready surveys in hopes that we will be able to start construction next year
- Marjorie asked what the difference is between hotspot and free-wifi. A hotspot is a place where you can pull up and get free wifi. The state would like to use long antennas to achieve a wider net of wifi.
- Mark Whitworth asked if a town were to become a hotspot, what do we do about their security? Christine suggested that they do need to be creating firewalls. Christine suggests that it should be part of the package.

Andy Spugeon- Tilson. Introduced himself for everyone
Motion to move to executive session for the discussion of conversation relating to the World Opportunity Fund. Motioned: Mike Strait, Seconded: Katherine Sims Discussion: None, Carried: (23-0)

Motion made to resume the Governing Board and leave the Executive session with Andy Spugeon Motioned: Mike Strait.   Seconded: Caro Thompson   Discussion: None, Carried (23-0)

Motion made for Christine and the Executive Committee to gather information about the World Digital Opportunity Fund with Tilson for Proposals to the governing board. Motioned: Mike Strait, Seconded: Mark Whitworth, Discussion: None, Carried: (23-0)

The state is giving extra money to connect addresses this year. We have addresses between Irasburg and Hardwick. Tilson is in Waterford and Concord and we are seeing how we could extend that project with the $300,000. However, we have not heard back from them. The executive committee will come to the next governing board meeting with more information

Other Business- None

Adjourn

Motion: Katherine, Seconded: Mike S. Motion carried (23-0)

The meeting adjourned: 7pm

Respectfully submitted,

Jami Jones, NEK Community Broadband Clerk

Information on how to access the remote meeting:

● *By telephone: Dial 1-929 205 6099. When prompted enter the meeting ID: 994 1554 8419.*

●

*Bycomputer:Jointhemeetingbyclickinghere:*https://zoom.us/j/99415548419*.You may be prompted to enter a meeting ID: 994 1554 8419.*
● *By smartphone, tablet, or other device: Join meeting by clicking here:* https://zoom.us/j/99415548419*.*

Please review our "Informational Handout for Remote Public Meetings" below to understand how these electronic meetings will be managed. If you wish to make a public comment but do not

have the ability to comment remotely during the meeting, please email your comment(s) to the Board at board@nekbroadband.org.

To ensure smooth access, we recommend that you test your remote meeting software in advance of the meeting. **If you have difficulty accessing the meeting, please call 617-909-3408 or email board@nekbroadband.org.**

Informational Handout for Remote Public Meetings

Remote Public Meetings

All public body meetings for the NEK Community Broadband CUD will be conducted remotely via electronic means for the duration of Governor Scott's State of Emergency declaration. Whenever feasible, the public will also be able to access and participate in the remote meetings by dialing in through telephone.

Accessing a Meeting

Please refer to each public body's notice and agenda for information on how to access a remote meeting. Please note that whether you join by telephone, computer, or device, you may be put on hold or in a waiting "room" until granted access to the meeting. You also may be muted or restricted from using any chat function until the public comment portion of the meeting.

Participation

All meetings will be conducted in accordance with the respective "Rules of Procedure" of each public body, to the extent practicable. The public body will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed.

Initially, the meeting's host/organizer will mute all participants that are not members of the public body. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Chair of the public body.

Please review the following guidelines: ● *The Chair will invite comment:*

- ○ *during the time designated on the agenda for public comment;*
- ○ *after the public body discusses each agenda item;*

○ before the public body takes action;
○ during any open public comment period, if applicable; and
○ other times as determined by the public body.

● When a participant/attendee is unmuted, they must state their name before

commenting.

If the public body successfully moves to enter an executive session, the meeting's host/organizer will then place everyone that is not part of the executive session on hold or a virtual waiting "room." This will prevent attendees from hearing or participating in the meeting during the duration of the executive session. When the public body exits executive session, the host/organizer will then grant access back to the remote meeting.

When the public body adjourns the meeting, the host/organizer will end the electronic meeting by turning off/closing the remote meeting software. Attendees will be automatically disconnected.

Minutes and other public records that were part of the meeting will be made available in accordance with VT's Open Meeting and Public Records Laws.

To learn more about Remote Public Meetings and the Open Meeting Law, please visit the Secretary of State's Municipal Assistance webpage at https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/.

NEK COMMUNITY BROADBAND GOVERNING BOARD MEMBERS										OTHER MEETING ATTENDEES	
Town	**Delegate**	**P**	**V**	**Alternate**	**P**	**V**	**Alternate**	**P**	**V**	Jessica Seddon	public
Albany	Kristen Fountain	x	x	Robert DeWees			Jeremy Wintersteen			Scott Campbell	St. Johnsbury
Barnet	Kathleen Monroe	x	x	Charlie McAlpine			Carolyn Holliday				
Barton	Philip Roberts										
Brighton	Michael Strait	x	x	Jonah Petre							
Burke	Jennifer Barone	x	x	Todd Vendituoli	x						
Concord	William Humphrey										
Coventry	David Barlow			Phil Marquette							
Craftsbury	Katherine Sims	x	x	Rudy Chase	x		Brian Machesney				
Danville	Jonathan Baker	x	x	Sean Franson							
East Haven	Lyonel Tracy	x	x	Francie Loynd			Kerri Fillion				
Glover	Noah Armstrong	x	x	Shaun Campbell							
Greensboro	Carol Fairbank	x	x	Mary Metcalf							
Groton	Mike Gaiss	x	x								
Hardwick	Paul Fixx	x	x	Doug McClure							
Irasburg											
Kirby	Dana Caspersen			Malcolm Doak	x	x					
Lowell	Marjorie Kramer	x	x	Faye Starr							
Lyndon	Shawn Tester	x	x	Marty Feltus	x						
Newark	Mark Whitworth	x	x	Jean Paul Calderone							
Peacham	Jock Gill	x	x								
Ryegate	Shaun Burroughs	x	x	Nelson Elder							
Saint Johnsbury	Nick Anzalone	x	x	Bobbie Wagner			Keith Whitemore				
Sheffield	Anne McLean	x	x	Carolyn Crankshaw							
Stannard	Steve Pickard			Joanna Polsenberg							
Sutton	Evan Carlson	x	x	David Tucker							
Waterford	Bill Piper			Gary Allard			Fred Saar				
Walden	Caro Thompson	x	x								
Westfield	Carrie Glessner	x	x	Laura Emery							
Westmore	Erik Townsend	x	x	Linda Michniewicz							
Wolcott	Michael Davidson			Bruce Wheeler							
Wheelock	David Stahler	x	x								
Treasurer (non-voting)	Dave Snedeker										
Clerk (non-voting)	Jami Jones	x									
Project Manger	Christine Hallquist	x									

Delegates P/V	23	23	Member Towns	31		
Alternates P/V	4	1	Towns Represented	24		
Votes total	24		Quorum	Yes		
Votes to pass	13					