

## NEK Community Broadband

# Executive Committee Special Meeting Minutes

June 21, 2021 - 5pm - 5:30pm

**Attendees:** Jami Jones (clerk), Nick Anzalone, Mike Strait, Morgan Wade, William Piper, Christine Hallquist (admin), Kristen Fountain, Evan Carlson, Jonathan Baker

### Agenda Review

- Additional items added to “Other Business”- appointment, RFP structure
- Procurement Policy is in review and can be postponed (vote on in July EC meeting)

### New Business

#### 5:00- Procurement Policy

- Nick gave thanks for the changes made.
- Mike- Was not updated with “budget” wording?
  - “Budget” referenced in previous meeting to the bylaw amendments.
- Kristen made some changes to the bylaws and policy to include “budgeted” spending.
  - Mike will take a look at the wording to review and comment as finance chair.
- Changes made to the policy give flexibility to the Executive Committee up to \$250K
- Vote will be made at the July 2nd Executive Committee Meeting

#### 5:10- Review and recommend Design and Engineering Plan

- Received an updated proposal to include Concord/Waterford. \$390K was the total which was more than the expected budget. Going back to the original quote of \$46K, covering the 15 miles that we originally put forth, does not include USDA RDBG areas (will receive an update in late July).
- **Motion to approve recommending the original scope of work for the design engineering of the pilot project to the Governing Board. Motioned: Kristen, Seconded: William, Carried: (7-0)**
- Morgan- Is that okay with NRTC?
  - Originally thought the updated pricing would be a nominal increase.
  - We do not think that they will be surprised.
  - Anything done needs to be taken into account the broader scope of the Phase 1 buildout, making sure that cabinets and standards align with future building.
- Nick- What was the surprise?

- When looking at the cost, the quote is comparable to the design work, 15 miles vs. 125 miles.
- All of the cost was per mile
- The cost is in pole surveys and field work, analysis of what is on the ground.
- Do as much engineering as the CUD needs to, not designing too much ahead of time.
- Evan will send out another reminder for the Governing Board for the Special Meeting to get 20 towns for quorum.

## Other Business

- Appointment to Communications Committee
  - Accepting the resignation of Carrie Glessner from chair of the Communications Committee.
  - Appointing Caro Thompson as chair of the Communications Committee.
- RFP structure
  - Christine provided some criteria for the subcommittee on RFPs to work from.
  - Evan added an item for aligning with the mission
  - The rest of the criteria looked good and the subcommittee will refine the rest of the process
  - Partnership Committee- Subcommittee of 4, 1 Executive Committee member, 1 Tech Committee member, and 2 Governing Board members,
  - Partnership Committee will bring reviews to the Executive Committee
  - Executive Committee will give the final recommendation to the Governing Board
  - Jonathan volunteered to be on the Partnership Committee.
    - Evan will also ask Shawn Burroughs or Ray Lanier as a potential for the Tech Committee rep or a Governing Board rep.
  - Evan will send the email out to the Governing Board/ Tech Committee to look for volunteers for the Partnership Committee
- Nick- Can we vote on Engineering for Phase 1 because of funding?
  - Going to be more than 250K, we will have to follow an RFP process.

## Adjourn

**Motion to adjourn. Motioned: William, Seconded: Kristen, Carried: (7-0).**

## Action Items

- Mike will take a look at the wording to review and comment
- Evan will send out another reminder for the Governing Board for the Special Meeting to get 20 towns for quorum.
- Evan will send the email out to the governing board/ tech committee to look for volunteers for the Partnership Committee.

*Respectfully Submitted,*

*Jami Jones, NEK Broadband, Clerk*

