

NEK Community Broadband

Executive Finance Meeting Minutes

July 1, 2021 4-5:00pm

Attendees: Jami Jones (clerk), Christine Hallquist (admin), Mike Strait, Kristen Fountain, William Piper (4:15pm), Woodman Page (4:39pm)

Agenda Review- 5 min

Updates-

- Review & Approve Minutes from June 3, 2021
- Review bank statement
 - Answered questions for Jami on expenses.
 - Accepted the statements
 - Jami will continue to send the current documentation: statements, P&Ls and balance sheets.

Old Business-

- Grant management software
- Municipal Accountant
 - Christine will get the committee an update and a commitment from an accountant.
- Selectboard discussions update
- Website Information
 - Has not been fully completed, Mike is collecting the information

New Business-

- ARPA grant status yet as it relates to employees
 - Discussed a prospective budget of the ARPA/remaining funds and how to fund the prospective budget.
 - Recommendation on a new hiring schedule to allow for Jami to increase hours to 15/wk, and Project Manager in September.
 - Discussion on a line of credit based on reimbursement grants.
 - **Motion to recommend to the executive committee that we increase Jami Jones's salary from 10 hours per week to 15 hours per week retroactive to July 1, 2021 Motioned: Kristen, Seconded: William, Carried: (4-0)**

- **Motion to recommend to the executive committee to prepare to hire a project network manager by early September. Motioned: Kristen, Seconded: William Piper, Carried:(4-0)**
- Question (Bill): Do we have a job description for tomorrow?
 - Answer: Christine will pull together something preliminary to present to the Executive Committee tomorrow.
 - At the least the description would include someone to take over the concord/waterford project and the transfer of the state assets
- Kristen will send the link to the Draft Budget to Evan
- Physical location was 11 Birch Street, at the Welcome Center in Brighton.

Other Business

Adjourn

Motion to adjourn. Motioned: William Piper, Seconded: Kristen, Carried: (4-0)

Respectfully submitted,

Jami Jones, NEK Community Broadband Clerk

