

## NEK Community Broadband

# Executive Committee Bi-Weekly Meeting

August 20, 2021 - 3pm - 4:30pm

Physical Location: 142 Eastern Avenue, St. Johnsbury, VT 05819

**Attendees: Christa Shute (ED), Jami Jones (clerk), Evan Carlson (Chair), Kristen Fountain (Vice-Chair), Jonathan Baker, Nick Anzalone, Morgan Wade, Mike Strait.**

Not present: Katherine Sims, William Piper

## Agenda Review

No members of the public present

## Updates

- Action Items Check In - will be moved to the next meeting

**Motion to approve the Meeting Minutes from July 30, 2021 Motioned: Mike, Second: Nick, Carried: (6-0)**

- Administrative Update
  - Evan went to NCIC about who may be a good resource to work with quickbooks. Suggested Linda Lottie. Others will be emailed to Finance Committee and Christa.
  - Christa- in the process of writing a scope and will use the scope to speak with the prospective quickbooks specialists
  - Evan- the cost of quickbooks consulting could qualify under the grant that Nick is applying for and could expand the total grant amount that they would be able to provide for us.
  - Evan worked to get the Insurance up to date and will follow up when it is in place.
  - Dale Urie would like a written summary report for Concord/Waterford. High-level around the activities being conducted.
  - Christa is in communication with the contact for the current USDA RDBG grant.
  - Christa- tracking the governing board attendance in the Contact Sheet.
    - Jami can reach out to those who have not been in attendance for 4 meetings to the Governing Board. We ought to also make the selectboard aware.
  - Discussion on the current represented towns
    - Christa- what happens if a town is unrepresented in the CUD do we build there?
    - Evan- there is nothing barring us from building in towns that are not a part of the CUD. It may not be tax free

- Kristen- the CUD should write a policy around this. Motivating membership policy, the NEK could build a backbone in areas that have not joined the CUD, but not the drops or those towns that did not join the CUD would be last on the list for drops.
    - Nick- cross reference the ARPA document/ Business Plan Update docs and the Attendance/Emails to see if the communication is getting through. What needs to be put into place so that we can move to quarterly board meetings in reference to communication with the representatives?
      - Kristen- after 2 missed meetings for quarterly meetings we should let the selectboard know that we are having trouble communicating with the rep.
      - Jami will Send the EC a list of actions to take place for each of the members who have not participated 3 out of 4 meetings
    - Christa is hoping to have a document for the next Board meeting on the Shared Drives Navigation.
- Meeting Roundup
  - Christa- gave an overview on the call with VELCO. They are currently working quickly with NEK to get projects moved forward.
- Committee Updates
  - Nick- Communications Committee, next meeting was cancelled. Trying to get clear on the Scope of Work- updated the Business Plan docs.
    - Christa-Caledonia Record set up a meeting. Combined the press release and business plan.
    - Links in the document for the business plan doc as the test document for broken links
  - Evan- Katherine will be stepping down from the Executive Committee. The Committee will make a request for another member at the next Governing Board meeting
  - No other updates were given
- Christa's Update
  - Update was postponed to end of meeting.

## New Business

- Update on 3 CUD Agreement
  - Kristen- good changes took place, they clarify the expectations for each entity and how they can work together.
  - Christa- updates in reference to CV Fiber and preconstruction funds(), leaves open who will be managing construction, adds Kristen and director email address for ease of transfer of information to the next director.
  - Kristen- The 3 CUD Agreement needed to be reviewed and updated to reflect the current status of the agreement as things had changed. The entities took the

opportunity to generalize the responsibilities, rather than assigning responsibilities to individual entities.

- Nick- Do we have leverage to make decisions on who is involved?
  - Christa- All 3 parties will establish the point person together. Meetings will be held on topics/decision making aspects rather than updates. Christa is looking for a contracted technical expert.

**Motion to approve the amended 3 CUD Agreement and give Kristen Fountain the authority to sign the agreement. Motioned: Mike, Seconded: Morgan, Carried:(6-0)**

- WEC MOU

- There has been a lot happening and should move to ES

**Motion to find that the premature disclosure of the information would substantially disadvantage the CUD and the parties currently involved. Motioned: Kristen, Seconded: Mike, Carried:(6-0)**

**Motion to enter Executive Session under 1 VSA 313 B with Christa Shute and Jami Jones.**

**Motioned: Nick, Seconded: Mike, Carried (6-0)**

**Motion to Exit Executive Session. Motioned: Kristen, Seconded: Morgan, Carried(6-0)**

No action was taken in Executive Session.

**Motion to approve that the CUD enters into the WEC MOU as presented in principle.**

**Motioned: Kristen, Seconded: Nick, Carried: (6-0)**

- **Motion to amend the motion to include the words “in principle.” Motioned: Kristen, Seconded: Nick, Carried: (6-0)**
- Concord/Waterford Update
  - Christa- approved 2 contracts from the last Governing Board meeting.
  - Discussion over the approval of the NRTC business plan. Planning to be within the scope.
  - Kristen- it would be beneficial for them to bill 50% up front.
  - Evan will sign the approval when Christa sends it over.
  - Christa- we have a list of the items to be done and people assigned to do them, make-ready for the eastern side of the CAREs project to be completed by October 11th at no cost.
  - Nick- How is working with Mission Broadband?
    - Christa- it's going well. Has a standing call with Mission Broadband.
  - Kristen- Can it happen by the deadlines?
    - Christa- getting answers to VELCO. It can be doable. Verifications on the Fiber that the CUD is holding will need to take place.

- Christa will send the list of activities to the committee for the Concord/Waterford project.
- EPP includes OSP (Outside Plant) standards and more consults will be taking place.
- The deep dive into the business plan with NRTC will take place next week.
- Kristen Fountain left at 4:12pm (quorum is now: 5)

- Partnership Update

**Motion to agree that the premature disclosure of the discussions on partnerships will put the CUD at a significant disadvantage were the information made public. Motioned: Mike, Seconded: Morgan, Carried: (5-0).**

**Motion to enter into Executive Session under 1 VSA 313 B with Christa Shute and Jami Jones. Motioned: Mike, Seconded: Morgan, Carried: (5-0).**

**Motion to Exit Executive Session. Motioned: Morgan, Seconded: Mike, Carried: (5-0).**

No further action was taken in Executive Session.

**Motion to adjourn at 4:50pm Motioned: Mike, Seconded: Nick, Carried: (5-0).**

*Respectfully Submitted,*

*Jami Jones, NEK Broadband, Clerk*

