

NEK Community Broadband

Executive Committee Meeting Minutes

September 3, 2021 - 3pm - 4:30pm

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

Attendees: Kristen Fountain (Vice-Chair), Christa Shute (ED), Jami Jones (Clerk), Nick Anzalone, Morgan Wade, Michael Strait, Jonathan Baker, William Piper

Absent: Evan Carlson

Quorum is 5

Agenda Review

Addition of a Concord/Waterford discussion after the Partnership MOU

Updates

- Action Items Check In - Approve [Previous Minutes](#)
 - Lemington is not a member of the CUD. The CUD may consider a policy regarding when work will be done in the non-member towns.

Motion to approve the minutes from the last meeting. Motioned: Michael, Seconded: Morgan, Carried (5-0)

- Administrative Update
 - Carrie Glessner would like to rejoin the communications committee

Motion for Carrie to be reinstated on the Communications committee Motioned: Kristen, Seconded: Nick, Carried: (5-0)

- Office was rented in Hardwick for a physical location/ mailing address.
- 350/month including all utilities. \$1400 for this year, \$4200 for a whole year

Motion for Executive Committee to approve the expenditure for renting the Hardwick Office Space. Motioned: Morgan, Seconded: Nick, Carried: (5-0)

- Survey to the Governing Board about what buildings are available in the member towns to see what is available.

- Meeting Roundup
- Committee Updates
- Christa's Update
 - May have found some pole information for Barton, the CUD may only have to get more information in Hardwick.

- Michael suggested that we meet on the 17th at the Island Pond Fair.

New Business

- Approval of Partnership MOU

Motion to find that the premature disclosure of the Partnership MOUs would disadvantage the CUD and the parties involved. Motioned: Nick, Seconded: Morgan, Carried: (5-0)

Motion to enter Executive Session under 1 VSA 313 B with Christa Shute and Jami Jones, Motioned: Nick, Seconded: Michael, Carried:(5-0)

Motion to exit Executive Session. Motioned: Nick, Seconded: Morgan, Carried:(6-0)

No action was taken in Executive Session.

William Piper joined at 4 pm. (Quorum is now 6)

Motion to recommend to the Governing board the approval of the Partnership MOU pending the changes discussed. Motioned: Michael, Seconded: Nick, Carried: (6-0)

- Procurement RFPs Discussion
 - Christa proposed that the CUD put together an RFP for fiber. Usually the construction will bring their own. It will include Concord and the first year's build. Included: promised delivery.
- Concord/Waterford Discussion
 - CARES funds became available on a first come first serve basis, funds to be used by the end of the year.
 - Christa has been working with the Concord/Waterford partners to see if we can add to the project.
 - If the project is expanded, it will be a tight deadline.
 - Nick- Could they extend the deadline again?
 - Christa- most likely not. Christine will be giving us a list of what must be done by Dec. 31st and what the exceptions will be.

Motion to find that premature disclosure of the Concord/Waterford build could put the CUD at a significant disadvantage were it made public. Motioned William, Seconded: Morgan, Carried:(6-0)

Motion to go into Executive Session. Motioned: Nick, Seconded: Morgan, Carried:(6-0)

Motion to exit Executive Session. Motioned: William, Seconded: Morgan, Carried: (6-0)

No action was taken in Executive Session

Motion to support the expansion of the pilot project and asking for available CARES funds. Motioned: Morgan, Seconded: Michael, Carried:(6-0)

- Legal Cost

Motion to approve an increase from \$6000 to \$8000 for the months of September and October (due to increased hours) in Christa's legal retainer. Motioned: Morgan, Seconded: William, Carried: (6-0)

- Governing Board Survey
 - Will be moved to next meeting
- SB Meetings; Town ARPA Funds
 - Will be moved to next meeting
- Logo
 - Will be moved to next meeting

Other Business

- Governing Board Agenda
- Selectboard Meetings

Motion to adjourn Motioned: Morgan, Seconded: Nick, Carried:(6-0)

Respectfully Submitted,
Jami Jones, NEK Broadband, Clerk

