

NEK Community Broadband

Executive Committee Meeting Minutes

October 1, 2021 - 3:00pm - 4:30pm

Physical Location: 142 Easter Ave, St Johnsbury, VT 05819

Attendees: Christa Shute (ED), Jami Jones (clerk), Evan Carlson, Kristen Fountain, Mike Strait, Morgan Wade, William Piper, Jonathan Baker, Nick Anzalone

Not Present: (quorum is 6)

Agenda Review

- Christa includes the major items in her update and should cover: website/logo, Concord Cares Amendment/Tilson/Purchases, and included in Executive Session is training for members in demand points.

Motion to amend the agenda to remove the WCVT agreement, preconstruction grant discussion, workforce training opportunities, NCIC, and fiber purchase options.

Motioned: Michael, Seconded: Kristen, Carried: (6-0)

New Business

Website and Logo

- Stride is the proposed entity for Website and Logo redesign. The Communications Committee, Jonathan, and Evan reviewed the proposals.
- The Comms Committee asked for someone to participate in the meetings with Stride. Evan is willing.
- Kristen- will we be needing to pay the annual fee?
 - Jonathan-will review the requirements for the maps again to see if the CUD could integrate it themselves.
- Jonathan- The wordpress site was noted as somewhat expensive.
- Evan- We need to define what the requirements are today vs when the NEK is providing service. We may need to find out what WCVTs requirements are and what they use to receive/retain information on customers.
 - Make an amendment to the proposal to have the map piece removed until the CUD has more information in the future.

- The CUD will retain the ownership of the site and can handle the website hosting, which would free Stride up to do the set up themselves.
- **Motion to approve the recommendation from the Communications Committee to work with Stride with the exceptions that they remove the hosting and mapping from the proposal. Motioned: Morgan, Seconded: Mike, Carried:(6-0)**

EPP Status; Demand Point Review; Volunteers for working with Towns

- Christa-is doing deep dives in every town on the demand points. Focusing on those with electrical utility service as well as some off grid homes to prepare routes to get there. Each town could take a look at something and report back what speed and pole discrepancies within each town. We are asking for a few people who can have conversations with the members. What is the best way to get the input?
- Christa gave an example of the sorts of maps that would be used to look for the deep dive input that is needed for the demand points.
 - Kristen- the information needs to be cleaned up
 - Evan- Some of the pertinent information will need to be obtained dependent on what grant funded areas the NEK can cover.
 - Christa- It is difficult to predict which camps/off-grid homes will choose service.
- Evan- this discussion is a larger part of the board meeting. It could be presented as a one-time ability to somewhat customize the buildout in each community.
- Kristen- can locations be circled to know the areas of question.
- Christa- yes, the red stars, and we can create a process.
- Kristen- board members may want a narrative for their selectboards.
- Discussion over whether or not the CUD will reach those camps/off grid when we do not immediately have the funds for off-grid areas.
 - Christa- Erik may be able to help with building the GIS maps in order to present them to the governing board. We need two or three point people from the Executive Committee for questions. The reps will talk to the towns, they will send the info to Jami, and Jami will send it on to Christa.
 - Bill- Are we talking about every home in every town?
 - Christa- off-grid homes. The on-grid homes have to be a part of the universal service. Most of the “maybes” are at the ends of roads or it may make sense to go to them, but they need ground-truthing

- Evan- We need the information for planning purposes and will need to refine the information in the future.
- Kristen- we are currently getting funded for on-grid homes, and will be able to plan for off-grid in the future.
- Evan- do we prioritize some of these miles in the business plan generally, and wait to get the details flushed out. Evan could drive out for an afternoon to do ground truthing
- Mike also volunteered.

Nick joined the meeting at 3:50pm (quorum is now 7).

- Christa- The next portion of the meeting includes information on the Lunenburg area, Concord/Waterford project, and the CARES & USDA grant funds which intersects with the Tilson grants. The issues surround negotiations with our partners and other entities, such as Tilson, that are nearby. If we make a decision it can be discussed in public session.

Motion to find that the premature disclosure of the information related to the Concord CARES project would disadvantage the CUD and those involved. Motioned: Kristen, Seconded: Bill, Carried: (7-0)

Motion to enter Executive Session under 1VSA 313 with Jami Jones and Christa Shute to discuss the information concerning Concord CARES project and the parties involved. Motioned: Michael, Seconded: William, Carried:(7-0).

Motion to leave executive session. Motioned: Bill, Seconded: Morgan, Carried: (7-0)

No action was taken in Executive Session.

Motion to adjourn. Motioned: Michael, Seconded: Jonathan, Carried:(7-0)

Other Business

Adjourn

*Respectfully Submitted,
Jami Jones, NEK Broadband, Clerk*