



# Governing Board Meeting Minutes

January 13, 2021 - 5:30pm

In-Person Location: 142 Eastern Ave, St Johnsbury, VT 05819

**Attendees: see attached list**

**Role Call & Agenda Review**

**Public Comment**

No public comment was made.

## Consent Agenda

<b>Motioned: Dale Urie Seconded: Kathleen Monroe</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to approve the Consent Agenda</b>	40	0	0

## Updates

### Accept Norton, Jay, Granby, Lemington, and Victory into the CUD

<b>Motioned: Kathleen Monroe Seconded: Barb Nolan</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to accept Norton, Jay, Granby, Lemington, and Victory into the NEK Broadband CUD</b>	40	0	0

### **Discussion Summary:**

- The NEK Broadband CUD is excited to have 100% participation of towns in the Northeast Kingdom of Vermont and Wolcott, VT.

### Executive Committee Action Review & Affirmation

<b>Motioned: Kathleen Monroe Seconded: Dana Casperson</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: that the Governing Board affirms receipt and confirmation, with no proposed revision or alteration, of the Executive Committee Actions document.</b>	40	0	0

#### **Discussion Summary:**

- It was proposed that the CUD switch auditors on a regular basis (every five years) and only engage with the auditor solely for auditing services. This is the current practice of NEK Broadband.

### Committee Updates

**Discussion Summary:** thanks was given to all of the committees.

### Executive Director Update

#### **Discussion Summary:**

- Christa gave a high-level introduction of the Business Model/Strategy and the overall next steps of NEK Broadband for the representatives. The NEK CUD has purchased approximately 1000 miles of fiber and will be placing purchase orders for construction materials tomorrow to get ahead of supply/demand issues. The goal is to continue construction in April. The high-level design is for all of the towns in the Northeast Kingdom and Wolcott. The high-level design has been completed and the NEK CUD has been in the process of developing an Executable Project Plan (EPP), which is a more detailed business plan. The EPP will aid the detailed design plan for each Service Area.
- NEK Broadband is now an Internet Service Provider (ISP). The CUD celebrates this accomplishment alongside our partners WCVT and NRTC.
- NEK Broadband is applying for a construction grant recently approved by the legislature. Having 100% participation increases our funding and ability to reach the unserved and underserved homes in the Northeast Kingdom.
  - How can the delays effect the project?
    - As pricing and lead times fluctuate the CUD is grateful to have secured the proposed 1000 miles of fiber. It may effect the purchasing of construction materials, which is why the CUD is trying to move swiftly and efficiently to make those purchases while

balancing the price premiums with the budget. The NEK CUD will purchase for the immediate construction season. The CUD is looking to issue an Request For Proposal (RFP) for Network Equipment near the end of January. In the meantime, WCVT is purchasing customer equipment on our behalf to mitigate the current shortages in network equipment

## New Business

### Recognition of Accomplishments for 2021

#### Discussion Summary:

- Evan gave a presentation on the accomplishments of the NEK CUD and gave “thanks” and “congratulations” to the Executive Director, Committees, and Representatives as well as our partners. We were able to get 238Mbps symmetrical on the speedtest for homes that were previously unserved.

### USDA ReConnect

<b>Motioned: Dale Urie Seconded: John Kellogg</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to find that the premature disclosure of the USDA Reconnect Strategy would substantially disadvantage the NEK Broadband CUD were it to be made public at this time.</b>	40	0	0

<b>Motioned: John Kellogg Seconded: Todd Vendituoli</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to enter into Executive Session under 1 VSA 313 with Christa Shute, Jami Jones, and Kristen Fountain.</b>	40	0	0

#### Discussion Summary:

- USDA ReConnect is now available again to the CUDs in the Northeast Kingdom. One qualification of the funds is service areas which are under 6 homes per mile. The Governing Board will go into Executive Session to discuss the potential use of the USDA ReConnect funds.

<b>Motioned: Morgan Wade Seconded: Michael Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to Exit Executive Session.</b>	40	0	0

**Discussion Summary:** Left Executive Session at 6:20pm. No action was taken in Executive Session.

**Building Strategy Discussion (Breakout)**

<b>Motioned: Michael Strait Seconded: Morgan Wade</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: find that the premature disclosure of the Build Strategy would substantially disadvantage the NEK Broadband CUD.</b>	40	0	0

<b>Motioned: Dale Urie Seconded: Morgan Wade</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to enter into Executive Session under 1 VSA 313 with Christa Shute, Jami Jones, and Kristen Fountain to discuss the Build Strategy.</b>	40	0	0

**Discussion Summary:** no discussion was held in public session.

<b>Motioned: John Kellogg Seconded: Morgan Wade</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to exit Executive Session</b>	40	0	0

**Discussion Summary:** Left Executive Session at 7:03pm. No action was taken in Executive Session.

**Adjourn**

<b>Motioned: Morgan Wade Seconded: Caro Thompson</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to adjourn</b>	40	0	0

## Action Items

Action	Assigned To	Deadline
Send paperwork to UTGs for Barb Nolan	Jami	ASAP
Send doodle poll to delegate groups: invite "town hall," selectboard, town clerk.  3 meetings at the end of next week. All of the town halls in next 2 weeks, limiting who will attend so we do not make quorum	Jami	ASAP
The Governing Board will share concerns, comments and Questions on the proposed build strategy to the Executive Committee	Representatives	ASAP



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

Town	Delegate	P	V	Alternate	P	V	Alternate	P	V
Albany	Rob Dewees	v	v						
Barnet	Kathleen Monroe	v	v	Jerri Kohl					
Barton									
Bloomfield	Nate Nugent								
Brighton	Michael Strait	v	v	Jonah Petre					
Brownington	Calvin Page			William Davis					
Brunswick	David Caron			Theresa Caron	v	v			
Burke	Jennifer Barone			Todd Vendituoli	v	v			
Canaan	Ann Morgan Wade	v	v	Alfred Buckley			Frank Sawicki, Jr	x	x
Charleston	John Kellogg	v	v	Peter Moskovites					
Concord	Dale Urie	v	v	Bill Humphrey					
Coventry	David Barlow	v	v	Phil Marquette					
Craftsbury	Katherine Sims	v	v	Rudy Chase	x	x			
Danville	Jonathan Baker	v	v	Sean Frason					
Derby	Karen Chitambar	v	v	Bob Kelley			Grant Spates		
East Haven				Kerri Fillion					
Glover	Noah Armstrong			Shaun Campbell					
Granby	Sonia Peters	v	v	Sheryl Brown			Reginald Bunnel		
Greensboro	Carol Fairbank			Mary Metcalf	v	v			
Groton	Mike Gaiss	v	v	Michael Nahmias					
Guildhall	Susan McVetty	v	v	George Blakeslee					
Hardwick	Paul Fixx	v	v	Doug McClure					
Holland	Andrew Bouchard			Ed Brady	v	v			
Irasburg									
Jay	Lynnette Deaette	v	v	Le-Ann Tetrault			Tara Morse		
Kirby	Dana Caspersen	v	v	Malcom Doak	x	x			
Lemington	William Gilbert	v	v						
Lowell	Marjorie Kramer	v	v	Faye Starr					
Lyndon	Shawn Tester	v	v	Marty Feltus					
Lunenburg	Harry Williams			James Peyton					
Maidstone	James Mewkill	v	v						
Morgan	Eric Pope	v	v						
Newark	Ben Tilford			Mark Whitworth	v	v			
Newport City	Woodman Page	v	v	Chris Vachon			Paul Monette		
Newport Town	Wendy Matthews	v	v	Cameron Thompson			David Ghelli		
Norton	Christina Duffy	v	v	Kenn Stransky	x	x			
Peacham	Jock Gill	v	v						
Ryegate	Shawn Burroughs	v	v	Nelson Elder					
Sheffield	Claire Polfus	x	x	Annie Mclean	v	v			
St. Johnsbury	Nicolas Anzalone	v	v	Scott Campbell	x	x			
Stannard	Steve Pickard			Johanna Polsenberg					
Sutton	Evan Carlson	v	v	David Tucker	x	x	Robert Simms	x	x
Troy	Robert Langlands			Gary Taylor			Mark Sanville		
UTGs	Barb Nolan	v	v	Gina Vigneault					
Victory									
Walden	Caro Thompson	v	v						
Waterford	Bill Piper	v	v	Fred Saar					
Westfield	Carrie Glessner	v	v	Laura Emery					
Westmore	Erik Townsend	v	v	Linda Michniewicz			Ray Lanier	x	x
Wheelock	David Stahler Jr.	v	v	Stephen Amos	x	x			
Wolcott	Michael Davidson			Bruce Wheeler					

Date: 12-9-2021

	P	V		
Delegates P/V	35	34	Member Towns	48
Alternates P/V	15	6	Towns Represente	40
Votes total	40		Quorum	Yes
Votes to pass	21			

**Members of the Public**

Rep. Terri Williams

Kal Saffron

**Staff in Attendance:**

Christa Shute (ED)

Jami Jones (Clerk)

Kristen Foutnain (Treasurer)