



Executive Committee Meeting Minutes (Draft)

February 17, 2022 - 4:00pm -5:30pm

Attendees: Jami Jones (clerk), Christa Shute (ED), Kristen Fountain (Treasurer), Evan Carlson (Chair), Morgan Wade, William Piper, Nick Anzalone, Ray Lanier, Michael Strait, Rob Dewees (non-voting), Kal Saffran (staff)

Updates

- Action Items Check In - [Approve Minutes](#)

Motioned: William Seconded: Michael	For	Against	Abstain
Motion: to approve the meeting minutes from February 3, 2022	6	0	0

- **Discussion Summary:** No discussion took place.

New Business

Board Feedback & Action Plan

- **Discussion Summary:** The committee discussed ways to expedite the formal procedures in the Governing Board meeting. They also discussed ways to improve communication through the packet, during the meeting, and after the meetings with the representatives and the towns. The Community Relations Manager will guide the communications to the board as well as to the towns, but the committee will do their best in the meantime.

Audit Findings and Corrective Action

Motioned: Michael Seconded: William	For	Against	Abstain
Motion: to accept the Audit Findings and approve the Corrective Action Plan and management report	6	0	0

- **Discussion Summary:** The Audit process was a positive experience. The corrective action plans outline procedures that we were already doing, but were not correctly documenting. They will now be appropriately documented. Thanks was given to Kristen, Christa, and Jami

for their work on the Audit.

ReConnect Update

Motioned: Michael Seconded: Morgan	For	Against	Abstain
Motion: to approve the amendment to expand the budget for the ReConnect from \$20 mil up to \$21 mil.	6	0	0

- **Discussion Summary:** The project now contains all of the parts. The pieces are finalized and entered. Need to extend the funding resolution from \$20mil up to \$21mil. We will be getting a business plan next Tuesday that we can use for the VEDA loan and the construction grant application.

Staffing - Operations

- **Discussion Summary:** Jami and Christa will follow up on posting the Community Relations Job descriptions and will receive quotes next week.

Partnership Agreements: WCVT Retail; WCVT Network; NRTC Design; WEC

Motioned: Morgan Seconded: Michael	For	Against	Abstain
Motion: to enter Executive Session with Kal Saffran and Rob Dewees, finding that premature disclosure of partnership agreements would substantially disadvantage the CUD were they to be made public at this time.	6	0	0

Motioned: Michael Seconded: Ray	For	Against	Abstain
Motion: to exit Executive Session.	6	0	0

- **Discussion Summary:** No preliminary discussion took place. No action took place in Executive Session. Executive Session ended at 5:35pm.

Adjourn

Motioned: Michael Seconded: Ray	For	Against	Abstain
Motion: adjourn	6	0	0

Respectfully Submitted,

Jami Jones, NEK Broadband, Clerk

Action Items

Action	Assigned to	Deadline
Jami and Christa will post the Community Relations Job Description	Jami, Christa	2/18/2022