



Executive Committee Meeting Minutes (Draft)

April 21, 2022 - 4-5:30pm

Attendees: Christa Shute (ED), Jami Jones (clerk), Mike Strait, Ray Lanier, Morgan Wade, Jonathan Baker

Absent: Evan Carlson, William Piper, Nick Anzalone (Quorum is 4).

Agenda Review

Updates

- Approval of Minutes from 4/7

Motioned: Mike Seconded: Jonathan	For	Against	Abstain
Motion: to approve the meeting minutes from April 7, 2022	4	0	0

- Administrative Update
- Meeting Roundup
- Committee Updates
 - The Finance Committee would like to move to Quarterly Reporting to the Governing Board instead of Monthly. The Monthly reports for the Finance Committee will be forwarded to the Executive Committee after approval from the Finance Committee.
- Christa's Update (Purchasing)
 - NEK Broadband issued an RFP for the Construction of the USDA Project. Will be issuing an RFP Construction for 230 mi of backbone + Waterford this evening, which will include pricing for a FlexNAP option (has the drops built in and does not need splicing). The organization will need to weigh the pros and cons of each option in labor and material pricing. We have placed the orders for materials that have a 26 week lead time and those that the price has been increasing.
 - John Kerr went out to the warehouse, and have discussed with the neighbors about more storage space. We are looking into a nearby lumber yard as well. They would have the space and the forklift to move the equipment/materials. Nedah and John will be following up on the town surveys.

New Business

Conflict of Interest Policy

Motioned: Mike Seconded: Jonathan	For	Against	Abstain
Motion: to recommend to the Governing Board the approval of the 2022 Conflict of Interest Policy.	4	0	0

- Discussion Summary:** Christa gave an overview of the new Conflict of Interest Policy, which has been reviewed and revised with the recommendations from the Governing Board and our general legal counsel. The Policy would be renewed every year alongside the Rep. Reappointment. A clean copy will be sent to the Governing Board for Approval.

Network Equipment

Motioned: Mike Seconded: Jonathan	For	Against	Abstain
Motion: to enter into Executive Session finding that the premature disclosure of Network Equipment would substantially disadvantage the CUD were it to be made public at this time.	4	0	0

Motioned: Mike Seconded: Ray	For	Against	Abstain
Motion: to Exit Executive Session	4	0	0

- Discussion Summary:** No public discussion was held. No action was taken in Executive Session. The Committee left Executive Session at 5:01pm.

Motioned: Jonathan Seconded: Mike	For	Against	Abstain
Motion: to authorize a purchase of Calix equipment if Ray's analysis aligns with the discussion had in Executive Session.	4	0	0

Voice Policy

- Discussion Summary:** Taking into consideration the needs of the current NEK Broadband customers, the organization would like to offer voice service, but not through the (ETC). Voice Service will cost us \$14.99 per month and will be provided for \$29.99 per month (). You do not have to be an ETC to give voice services. There are considerations to be made when

discussing Voice/Phone service for Health/Safety and Emergency Response especially when power may go out. The cabinet would host a 4 hr battery backup in case of an outage. It would not guarantee 911 service, which is standard for Cable Companies as well. Further discussion will be held at the next meeting. Christa will prepare more material on ETC and Non-etc options.

Auditor Discussion:

- **Discussion Summary:** the price may change, the committee delayed the decision until the Auditors respond with their new price to accept the change or issue an RFP.

Website: Wireframes

- **Discussion Summary:** Christa presented the wireframes for the website to the committee. "Service" Jami will send an email out to Evan
 - "Sign up for service" On Home page needs to be more prominent.

Wild Blue Yonder Lease

Motioned: Mike Seconded: Jonathan	For	Against	Abstain
Motion: to enter into a lease with Wild Blue Yonder for both storage and office spaces.	4	0	0

- **Discussion Summary:** NRTC suggested securing the space for 3 years. Christa suggests securing both floors for the 1st year and the 2nd floor for years 2-3. There would be adequate office space at the warehouse. There is a garage door on the second floor to drive into the bay. They are currently load rating the second floor. There is access to the internet and located in St. Johnsbury. We would also be able to secure more valuable equipment behind locked doors in potential rooms on the second floor. Warehouse space is at a premium in VT.

The Business Model/Business plan: will be moved to the next meeting.

- Construction Grant will be analyzed on Monday at the VCBB. Christa is preparing answers to the list of questions that they sent to her.

Other Business

Adjourn

Motioned: Mike Seconded: Ray	For	Against	Abstain
Motion: to adjourn	4	0	0