



# Executive Committee Meeting Minutes (Draft)

June 16, 2022, 4-5:30 pm

**Attendees: Christa Shute (ED), Nedah Warstler (CRM-clerk), Kristen Fountain (Treasurer), Jami Jones (VA), Evan Carlson (Chair), Michael Strait, Jonathan Baker, Morgan Wade (Vice-Chair), William Piper, Nick Anzalone, Paul Fixx, Jock Gill (GB), William Gilbert (GB), Ed Brady (GB), Caro Thompson (GB) (voting: 7)**

## Agenda Review

### Updates

- Approval of Minutes from [6/2](#), [6/9](#)

<b>Motioned: Morgan Wade Seconded: William Piper</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to approve minutes from June 2 and 9, 2022.</b>	7	0	0

- Committee Updates
  - The hiring working group met yesterday to discuss new hires, PT/FT benefits and policies, and will be following up with the Vermont League of Cities and Towns (VLCT) for next week.
- Communication Update- Nedah
  - The website has been compiled according to the structure of the wireframes, and will be given to Stride once approved by Christa.
  - Nedah has been meeting with Crowd Fiber and WCVT to get a deeper level of understanding on Crowd Fiber as an organizational and marketing tool and communication tool for the customer experience.
  - A town clerk has expressed interest in a printed version of the [get.nekbroadband.org](http://get.nekbroadband.org) advertisement. Nedah is currently preparing a "one-pager." Proposed a rack card formatting.
  - Suggested: a lawn sign. Nedah is also preparing lawn signs, one for specific areas where service is available, and one where service will be available soon. Nedah will put these in the Governing Board update for the next meeting.
- Christa's Update

- We have submitted an invoice for the first performance milestone of our newest construction grant, which will allow us to pay for the fiber to be shipped.
- Working through current challenges on USDA projects and anticipate being on time.
- Some of the Affordability Group met with Holly Groeschner (EAB Chair). She gave excellent feedback, which will be received by the Affordability Group at their next meeting (Thursday 23, 2022). Christa is finalizing the last of the paperwork. The VCBB expressed they were impressed with the professionalism of our Universal Service Plan, Grant Application, and Business Plan.
- [Parking Lot](#) will be an ongoing document renamed to Pending Items

## New Business

### In Person Exec Committee meeting -

- **Discussion Summary:** The organization would like to have an in-person Executive Committee meeting, as well as an in-person Governing Board Meeting. Executive Committee meeting dates have been proposed for 2 Thursday dates, July 21st or August 4th. 2 Sunday dates, July 24 or August 7, are the proposed dates for the Governing Board Meeting. Potential locations for the Executive Committee are: Ray's camp (Lake Willoughby) or Parker Pie (Glover).
  - Proposed: Fall timeline instead of summer, with a conference sort of feel for the Governing Board (food, extended time, longer breakout sessions, etc.) Possible location could be a Pavilion at Crystal Lake. A doodle poll will be sent out to the EC and then the Board for August and September time frames.

### Address Change

- **Discussion Summary:** The organization would like to move its mailing address to St. Johnsbury, possibly to the physical address within the Warehouse. The local employee could pick up the mail.
  - Proposed: a mailing address service that forwards the mail from the box to any location instead of changing it altogether. There was some discussion as to which is more professional, and how it could affect communication to the public. Kristen will further research PO box versus mailing service versus physical address

### Terms: Pricing, Installations, Seasonal

Motioned: Morgan Wade	For	Against	Abstain
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<b>Seconded: Michael Strait</b>			
<b>Motion: to enter into Executive Session with staff and Governing Board members, finding that the premature disclosure of Pricing, Installations, and Seasonal memberships would disadvantage the CUD were it to be made public at this time</b>	7	0	0

<b>Motioned: Michael Strait Seconded: Paul Fixx</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to exit Executive Session.</b>	6	0	0

- **Discussion Summary:** no public discussion took place, no action was taken in Executive Session. The Committee left Executive Session at 5:01pm

William Piper left at 4:40pm. (6)

Jonathan Baker left at 5:01pm (5)

Morgan Wade became chair at 5:01pm

### Town ARPA Proposals - Peacham, Holland, Walden

<b>Motioned: Paul Fixx Seconded: Michael Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to add the proposed clause for drops to be offered within 90 days of the completion of the backbone and OLT for Peacham, Ryegate, and Groton</b>	5	0	0

- **Discussion Summary:** Peacham has previously been signed. The contract does not indicate a timeframe for installation. Proposed: Clause would allow for the drops to be offered/installed within 90 days of completion of the backbone (OLT). Will be adding to Peacham, Ryegate, and Groton contracts.
  - Holland expressed strong interest, but no decision to use ARPA funds on Fiber. Walden will be voting to use ARPA funds on June 20th.

<b>Motioned: Paul Fixx Seconded: Michael Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
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<b>Motion: to give Christa authority to enter into proposed contracts with Holland and Walden should the towns choose to participate in the ARPA proposals</b>	5	0	0
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- **Discussion Summary:**

Caro Thompson joined the meeting at 5:05pm

**Construction Grant Amendment**

<b>Motioned: Michael Strait Seconded: Nick Anzalone</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to enter into Executive Session with the Staff and members of the Governing Board present, finding that the discussion of the Construction Grant Amendment would substantially disadvantage the CUD were it to be made public at this time.</b>	5	0	0

<b>Motioned: Michael Strait Seconded: Nick Anzalone</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to exit Executive Session.</b>	5	0	0

- **Discussion Summary:** no public discussion took place. No action was taken in the Executive Session. The Committee left Executive Session at 5:26pm.

<b>Motioned: Michael Strait Seconded: Nick Anzalone</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to approve an amendment to the Construction Grant for up to \$6 million for approximately 81 miles of fiber.</b>	5	0	0

- **Discussion Summary:**

Caro left at 5:26pm

**Warehousing, Procurement, Logistics & Previous Construction Contract and Amendment Proposal (forthcoming)**

<b>Motioned: Michael Strait Seconded: Nick Anzalone</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
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<b>Motion: enter Executive Session with staff and present board, finding that the premature disclosure of Warehousing, Procurement, Logistics, Contracts and Proposals would substantially disadvantage the CUD were it to be made public at this time.</b>	5	0	0
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<b>Motioned: Morgan Wade Seconded: Nick Anzalone</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to exit Executive Session</b>	5	0	0

- **Discussion Summary:** No public discussion took place, no action was taken in Executive Session. The Committee left Executive Session at 6:13pm.

Paul left at 5:59pm.

Kristen left at 6:11pm.

## Other Business

## Adjourn

Meeting adjourned at 6:13pm (no remaining quorum)

## Action Items

Items	Assigned	Deadline
Doodle poll sent to EC and then the Board for in person meeting times/places	Jami/Nedah	ASAP
Further research on post office box vs. mailing services	Kristen	6/30/22

*Respectfully Submitted,*

*Nedah Warstler, NEK Broadband, Clerk*