



Executive Committee Meeting Minutes (Draft)

July 07, 2022, 4-5:30 pm

Attendees: Evan Carlson (Chair), Jonathan Baker, Ray Lanier, William Piper, Paul Fixx, Michael Strait, Nick Anzalone

Staff: Christa Shute (ED), Jami Jones (VA), Danielle Sukkaew (Bookkeeper)

Agenda Review

Updates

Approval of Minutes from 6/16

Motioned: William Piper Seconded: Paul Fixx	For	Against	Abstain
Motion: to approve minutes from June 16, 2022.	6	0	0

Committee Updates

- **Discussion Summary:**

- Finance: We have moved the majority of the funds into an ICS Sweep account in order to secure insurance through the FDIC for the total amount and earn interest on it.
- Affordability: were able to obtain numbers to quantify the number of households that fall within 200% of poverty level within the NEK, which is 27%. Paul Fixx mentioned there may be negative interest loans available and will provide information. Paul Fixx showed interest in helping the affordability group with options and will attend one of the groups subsequent meetings. David has agreed to be the point person for the Affordability Group and was able to have good conversations with the head of NEKCA. Christa will forward the update to the Executive Committee.

Communication Update- Nedah

- An FPF post and newsletter are in preparation. The FPF post should be going out this week.

Christa's Update

- Had a presentation to the VCBB on July 1st, and will have another meeting with them on July 11th on the amendment for the \$5mil.

Executive Committee Pending Items

- There is no new progress on the pending items, and will be continued to be worked on by Christa and Evan.

Nick joined at 4:15pm

New Business

Governing Board Meetings

- **Discussion Summary:** proposed to send out a substantive July update for the Governing Board and the usual materials, but not have a July Board Meeting. Notice and Warning will be sent out early next week by Jami. Proposed a viable procedure to prepare the Governing Board for future meetings so that they can contribute in a substantial way, perhaps making the information more high-level. Proposed thinking of ways on how the Governing Board can send up information to the Executive Committee, rather than a trickle-down only informational approach. Proposed varied meeting styles for the Governing Board meetings (rotating educational, general, and communicative).
- In person Executive Committee Retreat will be July 24th 4pm at Ray Lanier’s camp. Jami will send out an email for RSVP confirmation.
- In person Board Summit will be in October with partners, panels, and build information

William Piper left the meeting at 4:30pm

Bookkeeper Introduction

- **Discussion Summary:** Danielle Sukkaew gave a brief introduction for herself. Danielle has been doing bookkeeping for 30 years and will be starting on July 11th full-time at the office.

Contracts

Motioned: Michael Strait Seconded: Nick Anzalone	For	Against	Abstain
Motion: to enter Executive Session with staff, finding that the discussion of Construction Contracts, Maintenance Contracts for the State of VT Fiber, Make-Ready and Rideout Utility design, Supply Chain logistics, Backhaul Services, Overlash and Fiber Swap Agreements, and State Fiber Licensing, Scope, and Analysis for Corning FlexNap process	6	0	0

vs. MST process Contracts would put the CUD or the involved parties at a substantial disadvantage were it to be made public at this time.			
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Motioned: Michael Strait Seconded: Jonathan Baker	For	Against	Abstain
Motion: to exit Executive Session	6	0	0

- **Discussion Summary:** no public discussion took place. No action was taken in Executive Session. The committee left Executive Session at 5:15pm.

Motioned: Michael Strait Seconded: Nick Anzalone	For	Against	Abstain
Motion: to approve the amendment to the Eustis Contract for \$6,343,000 as modified to include shifts in custody of materials for appropriate insurance coverage	6	0	0

- **Discussion Summary:**

Motioned: Paul Fixx Seconded: Ray Lanier	For	Against	Abstain
Motion: to enter into a contract with Streeter Brook Utility LLC for a services contract that is likely to exceed 10K to conduct make-ready ride outs primarily in Hardwick and Barton.	6	0	0

- **Discussion Summary:**

Motioned: Michael Strait Seconded: Nick Anzalone	For	Against	Abstain
Motion: to enter into a contract with VELCO to expand our services to 10G backhaul.	6	0	0

- **Discussion Summary:**

Motioned: Michael Strait Seconded: Nick Anzalone	For	Against	Abstain
Motion: to enter into a contract with Mountain Limited, to conduct and do design engineering on FlexNap, not to exceed \$22K if not paid for by VCBB.	6	0	0

- **Discussion Summary:**

Partnership Updates

Motioned: Michael Strait Seconded: Ray Lanier	For	Against	Abstain
Motion: to enter Executive Session with the staff, finding that the premature disclosure of Partnership discussion would substantially disadvantage the CUD and the partners involved were it to be made public at this time	6	0	0

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

- **Discussion Summary:** No public discussion took place. No action was taken in Executive Session. The committee exited Executive Session at 5:38pm.

Other Business

Adjourn

Motioned: Michael Strait Seconded: Paul Fixx	For	Against	Abstain
Motion: to adjourn	7	0	0

Action Items

- Paul Fixx to provide information on potential negative interest loan options.
- Paul Fixx showed interest in helping the affordability group with grant options and may attend one of the groups subsequent meetings, or consult with Christa/Nedah/ David further.
- Christa will forward the Affordability update from David Tucker to the Committee.
- Notice and Warning will be sent out early next week by Jami for the cancellation of the July Board meeting.
- Jami will send out an email for RSVP confirmation on the in-person meeting date.

*Respectfully Submitted,
Nedah Warstler, NEK Broadband, Clerk*