



# Executive Committee Meeting Minutes Approved with Correction

March 2, 2023, 4-5:30 pm (EST)

**Attendees:** Morgan Wade (Co-chair), Ray Lanier, Jonathan Baker, Nick Anzalone, Michael Strait, Paul Fixx, William Piper.

**Staff:** Christa Shute, Danielle Sukkaew, Erik Townsend, Marc Hughes, Jason Stebbins, Kitty Ufford-Chase

**Public:** Kurt Greundling, WCVT, Roger Nishi, WCTV

## Agenda

### Roll Call, Agenda Review, and Review of Minutes

- **Discussion Summary:** Minutes from Feb. 16, 2023 Executive Committee were not ready to be approved. Christa asked to add Permitting RFP to the agenda.

### Staffing

**Discussion Summary:** Kitty Ufford-Chase, the new Community Relations Manager was introduced. The new Executive Assistant will be starting March 20. We will be posting two job openings as soon as possible - one for Logistics Manager and one for Warehouse Foreman. Jason has said that he plans to apply for the Logistics Manager position.

### Customer Update

Motioned: Morgan Wade Seconded: Mike Strait	For	Against	Abstain
Motion: to enter into Executive Session with staff and partners (Kurt and Roger from WCVT) under 1 VSA 313, finding that premature disclosure of customer acquisition details would disadvantage NEK Broadband were it to be made public at this time.	6	0	0

Motioned: Morgan Wade	For	Against	Abstain
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<b>Seconded: Mike Strait</b>			
<b>Motion:</b> to exit Executive Session	6	0	0

**Discussion Summary:** The committee left executive session at 4:37 pm. No action was taken.

### VCUDA/Legislature

<b>Motioned: Morgan Wade Seconded: Mike Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion:</b> to enter into Executive Session with staff, finding that premature disclosure of the discussion of VCUDA/Legislature strategy details would disadvantage NEK Broadband were it to be made public at this time.	6	0	0

**Discussion Summary:** The committee left executive session at 4:54 pm. No action was taken.

### Warehousing - Capital Budget; Permitting RFP

<b>Motioned: Morgan Wade Seconded: Mike Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion:</b> to enter into Executive Session with staff, finding that premature disclosure of the discussion on warehousing, capital budgets and the permitting RFP would disadvantage NEK Broadband were it to be made public at this time.	6	0	0

**Discussion Summary:** The committee left executive session at 5:15pm. No action was taken. Bill Piper entered during executive session.

### Warehousing - Capital Budget

<b>Motioned: Morgan Wade Seconded: Mike Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion:</b> to authorize Christa to enter into a lease agreement for the property of 123 Red Barn Rd. Danville, VT with	6	0	0

associated capital expenses to transition our warehousing from St. Johnsbury to that location over the next 6 months.			
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**Permitting RFP continued**

<b>Motioned: Morgan Wade Seconded: Mike Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to select NRTC for our permitting vendor for our permitting drawings in response to our RFP#:NEK2023-2.</b>	6	0	0

**Discussion Summary:** Permitting RFP was sent out to 9 companies, 5 companies replied they were interested. Two replied after receipt of information and questions that they were not interested so three different proposals came back. NRTC was, by far, the lowest bid. We will be going with NRTC so this will be added as an additional exhibit to our existing agreement.

**ReConnect/ RDOF/Partnerships**

<b>Motioned: Morgan Wade Seconded: Mike Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to enter into Executive Session with staff, finding that premature disclosure of ReConnect/RDOF/Partnerships discussion would disadvantage NEK Broadband were it to be made public at this time.</b>	6	0	0

**Discussion Summary:** The committee left executive session at 5:43 pm. No action was taken.

**ReConnect/ RDOF/Partnerships**

<b>Motioned: Morgan Wade Seconded: Mike Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: to authorize Christa to enter into a MOU with Pear Networks LLC to submit that MOU to the USDA under our ReConnect grant.</b>	5	1	0

**The motion was approved with Jonathan Baker voting against the approval.**

## Other Business and Pending Items

### Discussion Summary:

#### Adjourn

	For	Against	Abstain
Motioned: Morgan Wade Seconded: Mike Strait			
Motion: to adjourn.	6	0	0

### Discussion Summary:

The meeting was adjourned at 5:44. Afterwards an informal discussion with less than quorum was held about preparing to support Board members for their Town Meeting Day activities.

#### *Drafted by:*

*Kitty Ufford-Chase, Acting NEK Broadband, Clerk*