



# Executive Committee Meeting Minutes

August 24, 2023

## Attendees:

**Board Members:** Michael Strait, William Piper, Paul Fixx, Ray Lanier, Mary Metcalf, Jonathan Baker, Nick Anzalone, Sally Vallat

**Staff and Treasurer:** Shannon LaCasse, Denise Sullivan, Danielle Sukkaew Erik Townsend, Christa Shute, Kitty Ufford-Chase

**Contractors:** Mike Reed (Mission Broadband), Roger Nishi (Waitsfield Telecommunications)  
**NEK Broadband General Counsel:** Andy Montroll

4:02

## Agenda Review

## Updates

Motioned: Michael Strait Seconded: William Piper	For	Against	Abstain
Motion: to approve August 3 2023 minutes	5	0	0

- **Discussion Summary: None**

## New Business

- Finance Committee Charter

Motioned: Michael Strait Seconded: William Piper	For	Against	Abstain
Motion: to accept the Finance Committee Charter changes as presented	5	0	0

- **Discussion Summary:** The Finance Committee reports actions to the Executive Committee to ensure policies become a part of the Executive Committee minutes as a Consent Agenda item.

Jonathan entered at 4:06pm

Nick entered at 4:07pm

- WCVT Customer Update
  - How do customers inform us their conduit has been placed?
    - WCVT will make a call list from the conduit list, we are adding notes to emails and letters going out

Andy Montroll entered at 4:14pm

- Eligible Telecommunications Carrier
  - Andy reviewed what an ETC is, town designation requirements, and carrier of last resort

Kitty entered at 4:22

4:32

<b>Motioned: Michael Strait Seconded: Ray Lanier</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: Voted to go into Executive Session under the provisions of 1 VSA §313 with consultants and staff to discuss the ETC finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</b>	7	0	0

Sally Vallat entered at 4:39

William Piper, Sally Vallat, left during executive session

Exited 5:04pm and no action was taken

<b>Motioned: Paul Fixx Seconded: Ray Lanier</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: the Executive Committee recommends to the Governing Board that NEK Broadband apply for status as an Eligible Telecommunication Carrier</b>	6	0	0

Nick left at 5:06

- RFP Updates
  - Issued RFP for construction
- Governing Board Agendas
  - September
    - ETC

5:13pm

<b>Motioned: Paul Fixx Seconded: Michael Strait</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Motion: Voted to go into Executive Session under the provisions of 1 VSA §313 with consultants and staff to discuss the ETC item on the September Governing Board agenda finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</b>	5	0	0

Erik Townsend, Kitty Ufford-Chase, Mary Metcalf, and Jonathan Baker left during executive session-Lost quorum during executive session

No Action was taken

Exited at 5:30

**Adjourn**

*Drafted by Shannon LaCasse  
Executive Assistant*