



Executive Committee Meeting Minutes

June 1, 2023

Attendees:

Board Members: William Piper, Mary Metcalf, Paul Fixx, Morgan Wade, Evan Carlson, Jonathan Baker, Michael Strait, Ray Lanier

Staff and Treasurer: Danille Sukkaew, Erik Townsend, Jason Stebbins, Denise Sullivan, Shannon LaCasse, Kitty Ufford-Chase

Contractors: Roger Nishi, Mike Reed, Kurt Gruending

General Public: (none)

4:02

Agenda Review

Update signatures for bank account

Change Executive Director update to board and staff update

Moment of silence for Christa and her family's loss

Updates

- **Customer Updates**

- Kurt gave a review of recent installations.
- Mike discussed progress for the month of June and the National Grid complications. Splicing is predicted to be complete in select Waterford areas after June 16th.

Michael Strait joined at 4:05

Evan Carlson joined at 4:06

- It was discussed having Erik give the customer updates versus asking Roger, Kurt, and Mike to attend EC meetings.

Roger, Mike, and Kurt left at 4:14

New Business

- IT RFP and Response
 - Form a committee to interview the responder-Paul, Jonathan, Erik,
 - Refine specific tasks we are asking to be completed

- Shannon to send a document to the staff and EC to write details tasks as examples of what is needed
 - Storing data
- Shannon will notify the responder that we need at least another week to form a committee to respond to the proposal

Ray Lanier joined at 4:23

- Welcome and Introduction of Mary
- ED Update changed to Board and Staff Update
 - What help does staff need in the next week?
 - In need of donations of furniture for the Red Barn Office
 - Underground builds- do we put together an RFP? Need Christa's input.
 - Denise shared the procurement methods. Above \$250,000 requires a RFP per our policy.
 - Denise reviewed the progress of the audit. By the end of next week the Management Discussion & Analysis (MD&A) is due. If Christa is unable to work on it, Denise will let Paul, Evan, and Morgan know and they will step in to help.

In need of onboarding for new EC Members

June 24th Governing Board Meeting Agenda

- EC members to help run the check in table
- Partners to demonstrate what the network looks like
 - Do they have tables set up for individual questions?
- Specific Construction Updates
- Town specific information- try to give reassurance of a timeline
- Toolkit- materials for board members to take with them
- Q&A
- Tour the facility
- Interactive sessions
 - Would the underground policy be ready
 - Town challenges
 - What info do members need
 - Community building
 - Outreach and engagement

William Piper left at 5

- Take aways from the meeting?

- Need specific information we want folks to leave knowing

Motioned: Evan Carlson Seconded: Michael Strait	For	Against	Abstain
<p>Motion: THAT the people listed below are to be added as signatories to the CUD's bank account(s) with Community National Bank.</p> <p>Signatories to add:</p> <p>(1) Paul Fixx, Co-Chair (2) _Denise Sullivan, Treasurer</p> <p>And the people listed below are to be removed as signatories to the CUD's bank account(s) with Community National Bank.</p> <p>Signatories to remove:</p> <p>(1) _Evan Carlson_____</p>	<p>7</p>	<p>0</p>	<p>0</p>

No Discussion

Adjourn

Motioned: Evan Carlson Seconded: Michael Strait	For	Against	Abstain
<p>Motion: to adjourn at 5:21 pm</p>	<p>7</p>	<p>0</p>	<p>0</p>

Drafted by Shannon LaCasse
Executive Assistant