



## Executive Committee Meeting Minutes - DRAFT

Thursday, October 3, 2024

5:30 pm

### Attendees:

**Executive Committee Members:** Christa Shute (Executive Director) Denise Sullivan (Treasurer), Mary Metcalf, Brian Machesney, Nick Anzalone, Paul Fixx, Tom Fisher, Ray Lanier, Sally Vallat, Jeremy Matt (Clerk), John Reid

**Governing Board Members:** Rudy Chase, Mike Gaiss, Jonathan Baker

**Additional Staff:** Danielle Sakkaew, Jennille Smith, Tonya Ozone, Kitty Ufford-Chase.  
Consultant: Deb Shannon

5:34 pm Meeting started with quorum.

### Agenda Review

<b>Motioned: Mary Metcalf</b> <b>Seconded: Jeremy Matt</b>	<b>Passed with no objections</b> <b>Passed with objections</b> <b>Failed</b>
<b>Motion: to approve the agenda with the inclusion of an update on moving to a google environment.</b>	Passed with no objections

Minutes for 9/19/24 and 9/26/24 were approved with no objections.

Public Comment: None

### Update on Moving to Google:

**Discussion Summary:** We've been working on moving former CVFiber Board members into a google environment from a microsoft environment. It has now been moved into Cloud Flare and so the transition over should be completed by next week.

### Modified Seasonal Policy

**Discussion Summary:** Christa appreciated comments that were sent by GB and EC members. We will maintain the vote that was already taken and use some latitude to apply the results of the vote. We intend to maintain the \$300 reconnect fee that was approved by vote, but to use it as a tool that WCVT can use when receiving requests to disconnect and when customers are returning. We will also retain the 9 month limit for now and revisit it as we go

through BEAD. We will provide GB members with scripts about those pricing structures so they can speak with customers.

### October/November Board Meeting

<p><b>Motioned: Mike Strait</b>  <b>Seconded: Brian Machesney</b></p>	<p><b>Passed with no objections</b>  <b>Passed with objections</b>  <b>Failed</b></p>
<p><b>Motion: To cancel the October 19 board meeting; to schedule an Executive Committee meeting the last week of October to which the full board will be notified and invited for discussion and recommendation for Governing Board approval of the budget; to submit by November 1st the recommended budget and annual report to the legislative municipal bodies that are part of the district along with notice of a public hearing on November 12th; for the Governing Board to approve the budget on November 12th as part of the first annual meeting of the district; for the public hearing on the budget to immediately follow the annual meeting.</b></p>	<p>Passed with one abstention (Sally Vallat).</p>

Sally entered 5:53pm.

**Discussion Summary:** Christa said that in order to develop this year’s budget for 2025, we have to develop the construction plans for the next 3 ¼ years because of the deadlines of our grant obligations. Given that the development of those plans are so demanding and that the tentative press conference of Oct. 19 would not be happening, Christa recommended that the Oct. 19 Governing Board meeting be canceled. Instead, the Executive Committee will vote on the budget during the last week of October so that the budget can be sent to the towns in time for the public hearing on the budget. That hearing will be scheduled immediately following the Governing Board meeting on Tuesday, November 12.

### BEAD RFA & Board Involvement - Skill Assessment

**Discussion Summary:** Tonya said that we’re in the process of creating skill assessments for staff and Board and also an assessment on the health of the Board. To that end, we’ll be sending out two quick surveys to Board members in the next week. The Draft Request for Application from the VCBB has made this coming Monday the deadline for questions and comments on the draft. We are working on that as well as working with VCUDA to give comments. The BEAD timeline has shifted again and it may shift again in the future. We received VCBB approval for \$21 million of our ARPA construction money to be used as a BEAD

match. As of now, BEAD will open for full application Jan 20-Mar. 3, and the final distribution of funds will be probably mid-fall.

Brian left at 6:01pm. Brian returned at 6:07pm.

### BEAD RFA Preliminary Application Boundaries - Wireless & other Solutions

<p><b>Motioned: Sally Vallat</b>  <b>Seconded: Jeremy Matt</b></p>	<p>Passed with no objections          Passed with objections          Failed</p>
<p><b>Motion: to go into Executive Session under the provisions of 1 VSA §313 with EC Members, Board Members, staff, and consultants, in order to discuss BEAD RFA preliminary Application boundaries finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</b></p>	<p>Passed with no objections</p>

Deb Shannon left at 6:27pm.

Executive session was entered at 6:08 pm and ended at 6:36 pm. No action was taken.

<p><b>Motioned: Jeremy Matt</b>  <b>Seconded: Mary Metcalf</b></p>	<p>Passed with no objections          Passed with objections          Failed</p>
<p><b>Motion: to approve that staff pursue submitting a preliminary BEAD proposal for the full District, with a thorough analysis of the various solutions that will enable a holistic solution to address the entire District, and enable the organization to make choices that are driven by public input on behalf of their communities along with a commitment to provide a set of high-level criteria from which decisions will be made as to how to serve all of the addresses not currently in the FTTP design and would likely be considered to be extremely high cost with a fiber solution, leveraging the organizational service goals, operating principles and mission statements to create those high-level criteria.</b></p>	<p>Passed with no objections.</p>

### Personnel & Job Listings

<p><b>Motioned: Jeremy Matt</b></p>	<p>Passed with no objections          Passed with objections</p>
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<b>Seconded: Sally Vallat</b>	<b>Failed</b>
<b>Motion: to go into Executive Session under the provisions of 1 VSA §313 with EC Members, Board Members, staff, and consultants, in order to discuss personnel matters finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</b>	Passed with no objections

Executive session was entered at 6:40 pm and ended at 6:56 pm. No action was taken.

**Discussion Summary:** Christa wanted to wish Olivia Kantyka, departing the organization, all the best and deeply appreciated all the work she did for NEKCV, as well as her previous work with CVFiber. Jeremy added that Olivia is fantastic and that she will be missed.

## Adjourn

<b>Motioned: Mary Metcalf Seconded: Jeremy Matt</b>	<b>Passed with no objections Passed with objections Failed</b>
<b>Motion: To adjourn at 6:57 pm.</b>	Passed with no objections

*Drafted by Kitty Ufford-Chase*