



# Executive Committee Meeting Minutes - approved 12/5/24

Thursday, November 21, 2024

5:30 pm

## Attendees:

**Executive Committee Members:** Christa Shute (Executive Director) Nick Anzalone (Chair), Mary Metcalf, Siobhan Perricone, Jeremy Matt, Ray Lanier, Sally Vallat, Brian Machesney, Mike Strait, and Paul Fixx.

**Governing Board Members:** Rudy Chase, John Reid

**Additional Staff:** Tonya Ozone, Matt Hubbard, Danielle Sukkaew, Kitty Ufford-Chase, Erik Townsend

**Consultant:** Deb Shannon

5:30 pm The meeting started with a quorum.

**Agenda Review - approved with no objections.**

## Draft Minutes for 11/7/24

<b>Motioned: Mary Metcalf</b> <b>Seconded: Paul Fixx</b>	<b>Passed with no objections</b> <b>Passed with objections</b> <b>Failed</b>
<b>Motion: to approve November 7, 2024 minutes.</b>	Approved with no objections

**Public Comment: None**

## Communications, Customers & Take Rates:

**Discussion Summary:** Tonya went over the Oct. 30 press conference that was to celebrate the USDA Community Connect grant and the ReConnect grant. Senator Welch came as well as Sarah Waring, USDA Director for VT and NH.

Tonya also talked about the 5 areas that were activated during the month of October, and talked about the NEK Broadband take rate of 17%, and CVFiber take rate of 23.4% and how they are impacted by how long the area has been activated (allowing more time for more installs). She also talked about the successful Coffee & Connectivity event we had on Nov. 2 at Woodbury Library, with the able assistance of GB member, John Reid. Tonya also talked about

the transition of the email over to nekc.org emails, especially for the Executive Committee. Lastly she talked about finishing up the NEKCV Employee Handbook for 2025 that is almost ready for distribution.

Deb Shannon entered at 5:34pm Erik Townsend entered at 5:35pm. John Reid arrived at 5:36pm. Sally Vallat entered at 5:42pm.

### PreConstruction and the Off-Grid BEAD Analysis Board Assist Update:

<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 go into Executive Session under the provisions of 1 VSA §313 with EC Members, Board Members, staff, and consultants, in order to discuss preconstruction, finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</b>	Passed with no objections

Brian entered at 5:47pm.

Executive session was entered at 5:45pm and ended at 5:57pm. No action was taken.

### Construction Update:

**Discussion Summary:** Matt talked about that we built 66 miles strand and fiber out of 70 in October, and we already have 32 miles done out of 76 miles for November. The Cabinets of Lowell and Glover are going to be fed by the cabinet in Sutton and are almost ready to go. Craftsbury and Marshfield are under construction and are starting on the cabinet concrete pad for Craftsbury as well. A cabinet in Marshfield is also in the process of getting placed. Last night we moved some of our customers from the Concord cabinet to the Waterford cabinet. Once that conversion is complete we have other areas that are ready to be activated.

Mike Strait left at 6:02pm.

### Executive Director Update:

**Discussion Summary:** Christa brought two items to everyone's attention: the domestic partnership policy that NEKCV is going to add to its Employee Handbook, and the good news that we now have signed partnership agreements with both partners that we have been pursuing.

### Adjourn

<b>Motioned: Paul Fixx</b> <b>Seconded: Jeremy Matt</b>	<b>Passed with no objections</b> <b>Passed with objections</b> <b>Failed</b>
<b>Motion: To adjourn at 6:11 pm.</b>	Passed with no objections

*Drafted by Kitty Ufford-Chase*