Executive Committee Meeting Minutes - (approved Aug 20, 2026)

Thursday, July 30, 2026 on Zoom and at 306 Meadow St., Brighton

5:30 pm

Attendees:

Executive Committee Members: Nick Anzalone, Brian Machesney, Jeremy Matt, Mary Metcalf, Siobhan Perricone, David Healy, Neil Glassman, Tom Fisher, Mike Strait, Chuck Burt, Sally Vallat
Governing Board Members: Henry Amistadi, Rudy Chase, Mark Fulton, RD Eno, Sean Warner
Additional Staff: Christa Shute, Chris Fortuna, Kitty Ufford-Chase, Julia Vallera, Elizabeth Fitzpatrick
Consultant: Mark Heyman

5:32pm The meeting was called to order and started with a quorum.

Agenda Review

There were no changes or additions made to the agenda.

Approval of Draft Minutes for June 25, 2026

Motioned: Chuck Burt **Seconded: Jeremy Matt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to approve the [Minutes from June 25, 2026 EC Meeting]	Passed with no objections.

Public Comment:

RD Eno posed concerns regarding the stage of construction in Cabot, questioning what timeframe he can communicate to the Selectboard. Christa Shute advised that we are waiting on BEAD-associated approvals, likely putting that area of Cabot in construction sometime late in the 1st quarter of 2027, with service available sometime late in the summer of 2027. She also confirmed that, while the poles are licensed, no work has been done on them because we are not allowed to start on that yet.

Nick Anzalone had two things to put on the record. The first was addressing concerns surrounding the roll call votes during meetings and the possibility that members would be less likely to dissent if they felt it would inconvenience the group (having to go through a name-by-name roll call). He communicated that after looking into it, we are allowed to use electronic roll-call applications during votes and that is being looked into.

The second item Nick wanted to put on the record is that his internet service went down this weekend and he was extremely pleased with the speed and level of service he was provided by the technician. Tom Fisher and Mark Fulton also spoke up regarding how pleased they were with the customer service provided to them during recent service from NEKCV installation technicians as well.

David Healy asked what the timeline is for turning off service due to non-payment of bill. Julia Vallera answered that typically it is about 3 weeks, following a few attempts at communication. Christa spoke up and advised that there was a recent situation where it appears to have been less than that and we will be looking into that.

HR Happens Update and Compensation

Motioned: Mike Strait **Seconded: Jeremy Matt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to go into Executive Session under the provisions of 1 VSA §313 with staff, consultants and Board Members in order to discuss HR Happens and compensation, finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.	Passed with no objections.

Executive session was entered at 5:34 pm and ended at 6:14 pm. No action was taken in executive session and nothing discussed in the session was suitable to put on the record, except the motion to exit executive session, that was moved by Mary Metcalf and seconded by Jeremy Matt.

Note - some staff were removed to the waiting room during this Executive Session. (Julia Vallera, Kitty Ufford-Chase and Elizabeth Fitzpatrick)

Motioned: Tom Fisher **Seconded: Jeremy Matt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: To approve the bonus structure outlined in Christa's memo, to take effect when the BEAD contract is signed.	Passed with no objections

Proposed Revised Calendar for 2026

Christa briefly went over the reasoning for proposing a revised meeting schedule for the remainder of 2026. The revised schedule would move the Executive Committee meetings in August and September to the second-to-last Thursday of the month and because September 17th is the audit presentation, the Finance Committee meeting for September will be moved to the Monday prior (9/14). In October and November, the Executive Committee meeting will be on the second Thursday of the month. In October, to allow the Executive Committee to review the budget and provide feedback, for the Board to review in enough time before the Governing Board meeting (remaining the same, 10/24) and in November, to be immediately followed by the public hearing. There will not be an Executive Committee meeting in December, only the Governing Board meeting (remaining the same, 12/10).

Motioned: Sally Vallat **Seconded: Mary Metcalf**	**Passed with no objections** **Passed with objections** **Failed**
Motion: To approve the Proposed Revised Meeting Schedule for 2026, resulting in the following scheduled meetings: **Aug 13, 2026 - GB Meeting** **Aug 20, 2026 - EC Meeting** **Aug 31, 2026 - FC Meeting** **Sept 14, 2026 - FC Meeting** **Sept 17, 2026 - EC Meeting** **Oct 5, 2026 - FC Meeting** **Oct 8, 2026 - EC Meeting** **Oct 24, 2026 - GB Meeting** **Nov 12, 2026 - EC Meeting & Public Hearing** **Nov 30, 2026 - FC Meeting** **Dec 10, 2026 - GB Meeting**	Passed with no objections

Proposed Modified Procurement Policy

Christa Shute shared the updated Procurement Policy, reflective of the revision changes put in place in October 2025. She briefly went over what changes are reflected in the updated written policy and answered questions, providing clarification in some areas. There was a suggested change in verbiage from Mike Strait and a suggested addition, in regard to piggy-backing pricing with another CUD, from David Healy. Christa made note of this feedback to work into the final Procurement Policy to be presented to the Board. She also highlighted the section pertaining to officers or delegates being allowed to bid on non-construction, non-inventory contracts so long as the request for quote/pricing/information is distributed to the entire board and that the procurement code of conduct is followed.

Motioned: Mike Strait **Seconded: Jeremy Matt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: To recommend approval to the Governing Board of the revised Procurement Policy, pending the changes discussed being implemented,	Passed with no objections

Non-Subscription Revenue Analysis Framework

Motioned: Mike Strait **Seconded: Tom Fisher**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to go into Executive Session under the provisions of 1 VSA §313 with staff, consultants and Board Members in order to discuss a framework for non-subscription revenue ventures for the organization, finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.	

Executive session was entered at 6:33 pm and ended at 6:57 pm. No action was taken in executive session and nothing discussed in the session was suitable to put on the record, except the motion to exit executive session, that was moved by Mike Strait and seconded by Jeremy Matt.

Operations and HR Overview

Christa briefly reviewed the June slide deck, provided in advance to the attendees. She paid special attention to Human Resources, with a few employees starting with NEKCV recently and one employee leaving. She then went over a few open job postings and answered questions about the positions, including what the role of Controller will be and why, as NEKCV grows, once is necessary. Additionally, the difference between Project Manager and BEAD Project Manager was clarified. Christa asked that the attendees consider people they think may be a good fit for the positions as well as candidates for the upcoming Workforce Development sessions.

Adjourn

Motioned: Mary Metcalf **Seconded: Jeremy Matt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: To adjourn at 7:11 pm.	Passed with no objections

Drafted by Elizabeth Fitzpatrick