Executive Committee Meeting Minutes - (approved Nov 12, 2026)

Thursday, October 8, 2026 on Zoom and at 306 Meadow St., Brighton

5:30 pm

Attendees:

Executive Committee Members: Nick Anzalone, Brian Machesney, Mary Metcalf, David Healy, Neil Glassman, Michael Strait, Chuck Burt, Siobhan Perricone, Tom Fisher, Jeremy Matt
Governing Board Members: Henry Amistadi, Mark Fulton, Rudy Chase, David Lawrence
Additional Staff: Christa Shute, Chris Fortuna, Kitty Ufford-Chase, Julia Vallera, Peter Bent, Elizabeth Fitzpatrick
Guest: Mark Heyman, Emilie Schweikert

5:31pm The meeting was called to order and started with a quorum.

Agenda Review

No Changes or additions to the agenda.

Approval of Draft Minutes for September 17, 2026

Motioned: Nick Anzalone **Seconded: Siobhan Perricone**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to approve the Minutes from September 17, 2026 Executive Committee Meeting	Passed with no objections.

Public Comment:

David Lawrence said that it was brought to his attention, and he verified that there may be a concern with the configuration of our Google group, in which messages in the group may be visible by external sources and requested that it be addressed. Christa Shute confirmed that we are aware of it, that settings may have been adjusted during a time recently when some groups were unable to receive email and that a proposal would be received from IT by Friday to address and rectify this. We will then determine which groups need to be open

and which should be restricted. Chuck Burt offered, because he has administrative access, to take a look and assist in adjusting the settings accordingly.

2027 Budget

Motioned: Chuck Burt **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 our draft budget, 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 5:35pm and ended at 6:00pm. 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 Nick Anzalone and seconded by Mary Metcalf.

5:44pm John Morris joined the meeting, during the budget review.

Motioned: Nick Anzalone **Seconded: Mike Strait**	**For**	**Against**	**Abstain**
Motion: to recommend the draft budget for Governing Board approval.	9	0	1

Neil Glassman cited a conflict of interest and abstained from voting on this motion.

HR Presentation (HR Happens)

6:04pm Mark Heyman and Emilie Schweikert joined the meeting.

Motioned: Jeremy Matt **Seconded: Chuck Burt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to go into Executive Session under the provisions of 1 VSA §313 with consultants and Board Members in order to discuss our draft budget, 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 6:05 pm and ended at 6:30pm. Staff was removed from the meeting during the Executive session. 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 Nick Anzalone and seconded by Jeremy Matt.

HR Positions Posted

Christa Shute briefly went over the open positions we are looking to fill, including a Sales Manager position to drive a team of sales representatives who is also data oriented. She indicated that we are currently interviewing for the BEAD Project Manager position and are in the process of making an offer for the Sales Rep position, though it is being left open as there is a potential of an additional opening for that role. Last, and of great importance, she asked for the assistance of the group in finding a candidate for the HR Generalist position. This role would assist in onboarding, assisting employees with benefits, support employee conversations and ensuring that everything is up to date, organized and done the right way. It is posted as a generalist rather than a manager or director as the organization needs someone for the day-to-day HR needs and will be considering a bid for an outside HR firm to handle legal, high-level HR needs. Christa advised that any of these position descriptions and applications can be accessed through our website, in the Careers section.

Grant Update

While there was not a grant update, Christa went over where we stand in the process, pertaining to BEAD (Broadband Equity Access Deployment). A revised budget has been submitted, but there is no additional information on when a contract will be ready nor how long NEPA will take once it does. She said that we have engaged VHB and they are working on our behalf now, in terms of evaluations and negotiating with agencies.

Governing Board Meeting Agenda Discussion

Christa went over the agenda of what we have planned for the upcoming Governing Board meeting, in terms of the timeline of the day and the topics to be covered during the meeting. Following setup and arrivals, she indicated that we would be going with a roll call, to ensure that everyone in attendance goes on record and allow everyone to acknowledge one another. This will be followed by staff introductions, an Icebreaker and possibly opportunities for photos of the group. Next will be a brief reminder of our A3 goals, a few relevant updates relative to the budget (grant and proposed schedule of construction), go through the preliminary budget, hopefully approving the budget before lunch. Then we'll have lunch and interactive demo tables. In the afternoon, there will be a review of board member roles and responsibilities as there are a lot of new board members, with a discussion around that. We'll then have a guided activity highlighting our transition from zone-based mapping to individual addresses, including an opportunity for planning

discussions around this. This will be followed by a Marketing deep dive that will address top survey questions.

Nick Anzalone then asked pointed questions around what he'd like to see discussed relative to the move that the organization is making in allocating personnel resources as we wait for BEAD, possibly including testimonials as to the success we're having with the shift. Christa suggested that we include that in one of the sections early in the day and advised that we'd put together an agenda for review, based on an early version of the slide deck that is being put together.

Finally, Christa asked the group if we should include time for discussion of Tom's framework presented at previous meetings. She also suggested engagement around a framework for evaluating requests board members have for sponsorships and presentations in their towns, in an effort to be responsive while fairly prioritizing these opportunities. Tom Fisher suggested presenting the findings from the breakout groups at the last board meeting and having a discussion around those outcomes, requesting feedback from board members. Christa agreed and acknowledged how valuable that conversation could be, when we're there meeting in person. Jeremy, Tom and Nick asked clarifying questions about what we're considering discussing and Julia Vallera responded, explaining what was meant by requests made in terms of sponsorships and engagement, both monetary and time investment. Tom suggested board member engagement could take some load off of staff, possibly creating a subcommittee and Kitty Ufford-Chase chimed in saying that board members can do this at any time, with the support of the organization. David Healy agreed that a framework for consideration could be helpful in any case, possibly considering opportunity in a given community. Nick wrapped up by concluding that this is something there is an interest in discussing further.

Adjourn

Motioned: Chuck Burt **Seconded: Jeremy Matt**	**Passed with no objections** **Passed with objections** **Failed**
Motion: To adjourn at 7:03 pm.	Passed with no objections

Drafted by Elizabeth Fitzpatrick