



Executive Committee Meeting Minutes - approved 10/3/24

Thursday, September 19, 2024

5:30 pm

Attendees:

Executive Committee Members: Christa Shute (Executive Director) Denise Sullivan (Treasurer), Brian Machesney, Ray Lanier, Tom Fisher, Chuck Burt, Paul Fixx, Mary Metcalf, Nick Anzalone (Chair), Siobhan Perricone, Mike Strait. John Reid, Sally Vallat and Jeremy Matt.

Governing Board Members: Rudy Chase, Mike Gaiss, Ben Tilford

Additional Staff: Jennille Smith, Tonya Ozone, Danielle Sakkaew, Matt Hubbard, Olivia Kantyka, and Kitty Ufford-Chase.

5:32 pm Meeting started with quorum.

Agenda Review

Motioned: John Reid Seconded: Siobhan Perricone	Passed with no objections Passed with objections Failed
Motion: to approve the agenda.	Passed with no objections

Approval of Minutes

Motioned: Mary Metcalf Seconded: Siobhan Perricone	Passed with no objections Passed with objections Failed
Motion: to approve 9/5/24 minutes	Passed with no objections

Public Comment: None

BEAD Preliminary Application Strategy, Tech Deployment, & Pricing

Motioned: Mike Strait Seconded: Siobhan Perricone	Passed with no objections Passed with objections Failed
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<p>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 preliminary application strategy,, technology deployment, and pricing, finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.</p>	<p>Passed with no objections</p>
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Ben Tilford entered at 5:38pm. Sally Vallat entered at 6:11pm. Mike Gaiss left at 6:28pm. Executive session was entered at 5:37 pm and ended at 6:29 pm. No action was taken.

Institute a New Seasonal Policy

<p>Motioned: Brian Machesney Seconded: Siobhan Perricone</p>	<p>Passed with no objections Passed with objections Failed</p>
<p>Motion: to institute a \$150 Reconnect Fee to seasonally disconnect service if the customer provides a reconnect date at the time of disconnect. Service must be scheduled for reconnection within 9 months of pausing. Those who want to keep their phone number (additional number hold) would pay a fee of \$5.95 per month.</p>	<p>Passed with one abstention (Sally Vallat)</p>

Communications

Discussion Summary: The Communications Team has been working on a variety of items to increase operational efficiencies and consistent public messaging, including a Communications matrix of stakeholders, email automation, a comprehensive communications calendar, and a newsletter. The Take Rate was reviewed and upcoming marketing strategies were discussed.

Construction

Discussion Summary: The Operations Director went over each of the three contractors that are constructing the network on behalf of NEK Broadband and where each one is currently working. He also appreciated the work of the warehouse team that has been very busy lately by playing a clip from one of the security cameras at our Danville warehouse showing three construction crew trucks getting materials.

A pause has been put on the development of a trencher program for the time being so that more focus can be given to our current critical priorities.

Operations

Discussion Summary: A work order process is being developed to better meet the grant requirements and capitalization needs of the organization. The Brighton warehouse is now ready to receive the materials that will be needed to build our network in Essex County using the ReConnect grant.

Adjourn

Motioned: Chuck Burt Seconded: Mary Metcalf	Passed with no objections Passed with objections Failed
Motion: To adjourn at 7pm.	Passed with no objections

Drafted by Kitty Ufford-Chase