Executive Committee Meeting Minutes - ((approval date))

Thursday, Sept 17, 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
Governing Board Members: Peter Carbee, Rich Schiller, Henry Amistadi, Mark Fulton, Michael Gaiss, Rudy Chase
Additional Staff: Christa Shute, Chris Fortuna, Kitty Ufford-Chase, Julia Vallera, Matt Hubbard, Erik Townsend, Peter Bent
Guest: Connie Fellion, Jennifer Sullivan

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 August 20, 2026

Motioned: Nick Anzalone **Seconded: David Healy**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to approve the Minutes from August 20, 2026 Executive Committee Meeting	Passed with no objections.

5:32pm Kitty Uffor-Chase joined the meeting.

Public Comment:

None.

Audit Review

Connie Fellion, a partner from McSoley McCoy & Co., alongside manager Jennifer Sullivan, kicked off the audit review by saying that it was “all good news”. She confirmed that they were independent upon engagement, remained independent of the District throughout their review and continued to be independent as of the time of this meeting and issuance of the report. Connie went over the audit timeline, mentioning it was the smoothest year yet and will issue an unmodified opinion, the highest level of assurance that an audit firm can provide. She then briefly went over the audit results, concluding that there were no material weaknesses or significant deficiencies in this year's review of the design for meeting standards and internal controls and no material misstatements in the Management's Discussion and Analysis ("MD&A"). She went over the significant audit areas, including specific grant reporting standards. Jennifer Sullivan went over specific financial highlights in the findings. She repeated that there were no control deficiencies, noting a stronger control environment with the introduction of the Elation software. Connie then went through the required communications at the end of the review of audit results, ending with an overall assessment of very satisfactory audit results. Christa clarified a note in the methodology of review and thanked the team for their hard work. With no additional questions, both Connie and Jennifer left the meeting.

5:36pm Julia Vallera and Erik Townsend joined the meeting, during the audit review.

Motioned: Tom Fisher **Seconded: Mary Metcalf**	**Passed with no objections** **Passed with objections** **Failed**
Motion: to approve the Audit.	Passed with no objections.

October Governing Board Meeting Agenda

Christa advised that after some consideration we have decided to move forward with the in-person Governing Board meeting in October. She asked for feedback on the tentative agenda topics and Julia then briefly went over these topics. Christa and Nick shared how the meeting will be more inward-focused, providing training and support for the board members, so that they can be outward-focused as representatives of NEKCV.

Some feedback was provided, with Neil requesting space or time be allocated to the three non-profits that NEKCV is funding for Digital Equity, to provide awareness of the program, and David posing specific requests in regards to marketing. Christa and Kitty provided some logistics information for the meeting and Siobhan asked for detailed directions to the meeting location. Peter spoke up, requesting additional direction for board members' interaction and expectation during the quarterly meetings. Mary requested a glossary be provided to board members that explain unfamiliar terms and acronyms, to allow for better understanding. Rudy requested an organizational chart be provided to the Governing Board members and Christa confirmed that would be a great addition, possibly to the budget section. Nick mentioned that we could add the proposed organizational calendar to Peter's suggestion for quarterly meeting clarification.

Public Operations/Marketing/HR Updates

Julia Vallera went over the OLTs in progress and towns where construction are in progress, with Christa providing context as it relates to middle mile areas built with Capital Project Funds that are waiting to construct last mile until we have a BEAD contract, federal environmental and historic NEPA approval, and can commence the last mile construction to the address. Julia listed some recent service expansion in Wolcott, Holland, Concord, Victory and Granby, with messaging and outreach in those areas. In going over the product updates and milestones, she mentioned the Groton HUB will be open during the Groton Fall Festival on October 3rd, with an interview with WYKR, who will be covering the festival live. She mentioned some messaging that has gone out to increase ZIIP applications with an extension for ZIIP through the end of May 2027. The discount of $30 through the Equity Connect Program is still available and we are getting applications in for that. Also, NEKCV will have 3 vehicles in the East Burke Parade on September 26th, along with employees walking in the parade, handing out fliers and candy. We have had some press coverage lately surrounding our 2,500th customer press release in the Caledonian Record and Vermont Biz. As for community outreach and engagement, Julia advised we are in discussions with Little Rivers Healthcare, with a potential program partnership at the HUB for a mobile station there, with details to come. We will also had tabling at the Orleans County Fair this past weekend and sponsorships with The Bridge Weekly/WYKR and Northstar Monthly/NEK Collaborative. Last, she mentioned that we are still interviewing for our existing open positions.

Nick spoke up, suggesting that Christa introduce Peter Bent, a new Project Manager with NEKCV. Peter briefly introduced himself and his background. He mentioned how he is learning and absorbing as much as he can, being new to the industry, and is thrilled that this hands-on opportunity to work within the local community came along. Christa mentioned that in addition to our posted positions, we will be looking for an HR generalist and posting that position soon.

Motioned: Siobhan Perricone **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 our Organizational Operations Update, 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 6:20 pm and ended at 7:05 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 Nick Anzalone and seconded by Siobhan Perricone.

Adjourn

Motioned: Nick Anzalone **Seconded: Michael Strait**	**Passed with no objections** **Passed with objections** **Failed**
Motion: To adjourn at 7:06 pm.	Passed with no objections

Drafted by Elizabeth Fitzpatrick