

LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT
EXECUTIVE COMMITTEE REGULAR MEETING
September 9, 2020 at 6:00 p.m.

MINUTES

Action Items

Who	What	Status
Michael R.	Consult Robert's Rules of Order on voting by Chair	To do
Lea K.	Revise Financial Policies to include the location of LFCUD records	To do
Lea K.	Issue RFP for pole data assessment	Issued on 9/11/2020
Larry L. and Jane C.	Interview bookkeeper candidates and make a recommendation to the Executive Committee	In progress
Executive	Review results of feasibility study for the Deerfield Valley CUD.	Done

Attending members

Doug Molde, Michael Rooney, Jane Campbell, Jeff Tilton, Tim Humphrey, Lea Kilvadyova

Also attending

Lucy Rogers, Larry Lackey, David Babbot Klein

Call to order

Michael Rooney called the meeting to order at 6:01.

Agenda Changes

Lea Kilvadyova asked to add acceptance of Tasha Wallis' resignation from the Treasurer position. Michael Rooney added a discussion about changing the start time of Committee meetings.

Lucy Rogers joined the meeting at 6:03.

Tim Humphrey moved, Jeff Tilton seconded the motion to change the start time of regular Committee meetings from 6:00 p.m. to 7:30 p.m. Vote: 4-0-0.

Public Comment

David Babbot Klein from the Last Mile Community Connections introduced himself. David's colleague Nick Charyk has recently corresponded with Lea to announce the formation of a new Vermont company providing pole collection data services.

Minutes Approval

Aug 12th minutes

Jane Campbell asked to add the word "may" to the paragraph about liability insurance to read as "... LFCUD may not need automotive insurance". Jane Campbell moved, Doug Molde seconded the motion to approve the Aug 12th minutes with the change discussed. Vote: 4-0-0

Aug 20th minutes

Doug Molde moved, Jeff Tilton seconded the motion to approve the Aug 20th minutes: Vote: 3-0-1. Doug, Jeff and Tim Humphrey voted yes and Jane Campbell abstained.

There was a discussion about whether the Chair should vote or not. Michael Rooney said he would check the Robert's Rules of Order.

Accept Treasurer Resignation and Appoint New Treasurer

Jane Campbell moved to accept Tasha Wallis' resignation from the Treasurer position. Doug Molde seconded. Vote: 4-0-0.

Jane Campbell moved and Jeff Tilton seconded the motion to appoint Larry Lackey as Treasurer Vote: 4-0-0.

Review LFCUD-LCPC agreement for services

Lea Kilvadyova noted she proposes two changes to the draft LFCUD-LCPC agreement that was included in the meeting packet.

- Change 1: Change the second paragraph in the Scope of Work section to read as follows: "The parties acknowledge that included in the list of services outlined in Attachment B is the performance of LFCUD Clerk duties by the LCPC. The parties also recognize that LFCUD Bylaws define Clerk as an officer of the Governing Board who may or may not be a member of the Governing Board and as a non-voting member of LFCUD's Executive Committee. Currently, the Clerk does not sit on the Governing Board. The parties acknowledge that under this Agreement, the Clerk is a consultant position and not an officer, an employee, a voting officer or a voting member of the LFCUD".
- Change 2: Change payment amounts in the Payment Procedure Section as follows: Payment #1: \$ 10,200; Payment #2: \$ 10,200; Payment #3: \$ 13,600

Executive Committee added the following changes:

- Change dates in the Payment Procedures section as follows: Payment #1: September 15, 2020; Payment #3: December 20, 2020.
- Insert the word "Provide" to the Obligations of the LFCUD section to read as: "Provide relevant information, data, reports, plans, bylaws or ordinances as requested."

A Committee member asked where LFCUD's records are kept. Lea said that the current physical location of the LFCUD is at the LCPF offices which is where the records are kept. Jane Campbell suggested the financial policies be revised to specify the location the records.

Jane Campbell moved, Tim Humphrey second to approve the LFCUC-LCPC agreement for consulting services Vote: 4-0-0

David Babbot Klein left the meeting.

Review RFP for pole assessment

The Committee reviewed the RFP and proposed the following changes:

- Insert proposal due date of September 18, 2020

- Change the date in the sentence starting “LFCUD will identify the area to be assessed...” from October 15 to September 30.
- Insert language requesting the consultant to use the Arc GIS database and the data model supplied by LFCUD.
- In the Budget and Pricing paragraph, remove letter “d” from the sentence “Bidders are encouraged to propose pricing on a unit basis per individual pole.”
- In the Ownership of Records paragraph, add word “to” to the sentence starting “LFCUD may request the consultant to prepare...”
- Specify the tasks identified as “those” in the sentence “Bidders are requested to submit proposals now for those tasks.”

Jane Campbell moved, Jeff Tilton seconded the to issue an RFP for utility pole collection data with the changes discussed. Vote: 4-0-0.

Lea Kilvadyova will share the final draft with a Committee member for the final proof-read.

Bookkeeper Hiring

Tim Humphrey moved, Jeff Tilton seconded the motion for Larry Lackey and Jane Campbell to interview candidates for the bookkeeper position and bring their recommendation to the Executive Committee. Vote: 4-0-0.

Discuss fundraising and partnerships

Executive Committee agreed to hold bi-weekly meetings to enable more time for strategy development. The next meeting will be on Wednesday, Sept 16th. Larry Lackey highly recommended for all to view the feasibility study developed for Deerfield Valley CUD by Windham Regional Planning Commission. Lea Kilvadyova said that she expects the Lamoille feasibility study draft to be available on September 18th.

Adjourn

Jane Campbell moved, Tim Humphrey seconded to adjourn at 7:36 p.m. Vote: 4-0-0.