

## LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT

### GOVERNING BOARD: SPECIAL MEETING

Monday, August 3, 2020 at 7:00 p.m.

### MEETING MINUTES

#### Chart of Actions

Who	What	By When	Status
Lea K.	Submit CCRS grant proposal to PSD	Aug 4	
Jane C.	Develop draft financial policies		
Lea K.	Find out if pole assessments have a shelf life		
Exec. C.	Develop website agreement between LF CUD and 3W Promotions		
Lea K.	Share LCPC-Tilson feasibility study agreement with Board		
Tasha W.	Open bank account		
Michael R.	Sign website agreement		
Jane C.	Collect names for treasurer position		

#### Town Representatives and Alternates Attending (V=present and voting; P=present)

Town	P/V	Representative	P/V	Alternate	P/V	Alternate
Cambridge	V	Tim Humphrey	P	Sam Lotto		
Hyde Park	V	Michael Rooney	P	Jack Wool		
Johnson	V	Charlotte Reber	P			
Morristown	V	Jane Campbell	P			
Waterville	V	Jeff Tilton	P	Lucy Rogers		

#### Also Attending

Paul Warden, Larry Lackey, Lea Kilvadyova, Jitschak Rosenbloom

#### Call to Order

Michael Rooney called meeting to order at 7:01.

#### Additions/deletions to the agenda

Doug Molde appointment to Executive Committee

#### Public Comment

None

### **Approval of draft minutes from July 21, 2020**

Jane Campbell moved and Jeff Tilton seconded to approve the July 21, 2020 meeting minutes. Vote: 5-0-0

### **Executive Committee and Administrative Updates**

- Executive Committee reviewed the planning grant proposal to the Community Resilience Grant program
- Jeff Tilton and Tim Humphrey participated in a meeting with Tilson to review feasibility study progress
- Committee brainstormed approaches to hiring Treasurer
- Jane Campbell offered to develop a draft of Financial Policies and Procedures
- Committee developed a list of tasks for Technology Committee.

Jane Campbell moved to appoint Doug Molde to the Executive Committee, Charlotte Reber seconded. Vote: 5-0-0

### **Administrative Updates:**

- We are in receipt of Eden's written request to join LF CUD. With Eden having been pre-accepted to the CUD, Eden is now the sixth member town.
- Lea Kilvadyova received from PSD a list of broadband projects proposed for a buildout under the Get Connected Now program.
- Michael Rooney is working with Tasha Wallis and Lea Kilvadyova to open the bank account.
- Lucy Rogers put together an email/phone contact list for the Governing Board's use.

### **Review and Approval of planning grant proposal to Connected Community Resilience Program (CCRS)**

- Lea Kilvadyova discussed the CCRS proposal. The proposal consist of four tasks: 1) Hire LCPC to provide administrative and consulting support, 2) Hire Treasurer, 3) Retain legal help as needed, and 4) Retain Tilson to perform utility pole analysis.
- All work to be completed by end of December 2020.
- Lucy Rogers suggested rephrasing the description of LCPC's work scope to allow for prioritization of tasks assigned to the LCPC per available budget and completion of the remaining tasks by LF CUD volunteers.
- Scope of work changes to be negotiated with the Public Service Department. (E.g., if other CUDs are interested in conducting pole analyses, there may be advantages to combining forces and hiring shared sub-contractors.)
- LCPC to find out if there is a shelf life for the pole analysis work.
- Lucy Rogers asked if LCPC can share the feasibility study agreement between the

LCPC and Tilson. Lea will distribute.

Tim Humphrey moved and Jeff Tilton seconded the motion to submit the proposal to Public Service Department as amended by Lucy Rogers. Vote: 5-0-0

### **Review and Acceptance of Technology Committee Charter**

Board reviewed the Technology Committee charter. Jane Campbell suggested removing the residency requirement and adding the word “effectiveness” to task no. 3 to read “operational sustainability and effectiveness”. Sam Lotto asked if wording could be added to grant the Committee rapid response powers to act in pressing situations. The answer was that the rapid response function rests with the Governing Board and the Executive Committee. The Committee’s role is advisory.

Tim Humphrey moved, Jane Campbell seconded to approve the Technology Committee Charter as presented with amendments offered by Jane Campbell. Vote: 5-0-0.

Jane Campbell moved, Charlotte Reber seconded to appoint John Meyer to the Technology Committee. Vote: 5-0-0.

### **Website Committee Recommendation**

Paul Warden reviewed the website proposal included in the Board’s packet.

Tim Humphrey moved and Jane Campbell seconded the motion to enter into agreement with 3W Promotions per proposal included in the Board packet, with the following additions: Website name to be [www.lamoillefiber.net](http://www.lamoillefiber.net); Contact email to be generic to the CUD and linked to Clerk's email as [clerk@lamoillefiber.net](mailto:clerk@lamoillefiber.net); Logo design to be obtained from a local designer interested in offering pro bono work; and a page name change from How to Contribute to How to Help. Motion also authorizes the LCPC to pay for website expenses on LF CUD's behalf and authorizes the Website Committee to choose the logo. Vote: 5-0-0

Jane Campbell moved and Tim Humphrey seconded the motion to authorize the Executive Committee to prepare an agreement between LF CUD and 3W Promotions and authorize Chair to sign the agreement. The agreement will address the website domain and the website content ownership as well as access to the website platform. It will also define the transition process to a new service partner in the event the agreement between LF CUD and 3W Promotions comes to an end. Vote: 5-0-0

### **Adjourn**

Jane Campbell made a motion, Charlotte Reber seconded to adjourn at 8:20. Vote: 5-0-0