

**LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT
GOVERNING BOARD: REGULAR MONTHLY MEETING
September 28, 2020 at 7:00 p.m.**

DRAFT MINUTES

Chart of Actions

Who	What	Status
Lea	Prepare VCF grant application	Done
M&C Committee	Vet viable ideas for Connected Communities program	In progress

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	-	Carol Fano
Johnson	V	Charlotte Reber	P	Doug Molde	P	Paul Warden
Morristown	V	Jane Campbell	P	John Meyer	-	Carl Fortune
Waterville	V	Jeff Tilton	P	Lucy Rogers		-
Belvidere	P	Carol Caldwell Edmonds	V	Kipp Verner		-
Eden	V	Liza Jones		Stephanie Van Blunk		

Also attending

Larry Lackey (Treasurer), Lea Kilvadyova (Clerk)

Call to order, Changes to the agenda, Public comment

Michael Rooney called the meeting to order at 7:03. No agenda changes. No public comment.

Review of draft minutes from September 23rd meeting

Jane Campbell moved, Jeff Tilton seconded to approve the minutes from Sept 23rd. Motion passed unanimously.

Committee Reports: Executive and Technology

Reports were included in the Board packet. There was no discussion about the reports at the meeting.

Treasurer's Report: Review of LCPC's report and authorization of payment of \$10,200 to LCPC for administrative and consulting services performed between September 1 and October 31, 2020 related to the Covid Response Connected Community Resilience Program.

Jane Campbell moved, Tim Humphrey seconded the motion to approve payment of \$10,200 to the LCPC for services rendered in September and October 2020. Motion passed unanimously.

Review of annual report, 2020 budget and proposed 2021 budget (Action)

Lea presented the draft annual report. The report has a dual purpose. We will present it at the budget public hearing on Nov 11th, and also send it to members towns for inclusion in the annual Town Meeting Reports.

Larry Lackey presented the end-of-year budget outlook for year 2020. The budget anticipates \$135,000 in revenue. The expenses, as of Sept 30, 2020, were \$895. It is anticipated that approximately \$30,000 will be carried forward to year 2021.

Jane moved, Tim seconded the motion to adopt the 2020 budget as presented. Motion passed unanimously.

Larry, Jane and Lea drafted the 2021 budget. As required by the Statute, the budget follows the calendar fiscal year. The operating budget revenue relies on grants from the Vermont Community Foundation and federal sources. The anticipated expenses include continued managerial support from the LCPC, and the hiring of technical and financial consultants. The capital budget revenue includes a loan from VEDA and a grant from VT DPS. Capital expenses anticipate the use of the VEDA loan to advance fiber network construction.

Tim reminded that the draft feasibility study recommended the use of equity funding for the network construction. Do we run into problems if our budget recommends alternative funding sources? Tim also asked to clarify the debt service figure. Carol Caldwell-Edmonds asked whether the overall cost of \$41.6 million to build the network includes the cost to connect the customers. Lea suggested that these would all be good questions to ask at the final feasibility study presentation next week.

Jane moved, Tim, seconded to present the annual report, the 2021 proposed budget and the budget assumptions document as amended at the meeting at the Nov 11th public hearing. Motion passed unanimously.

Authorization to enter into an agreement for bookkeeping services with the LCPC

Jane moved, Tim seconded the motion to enter into an agreement with the LCPC to provide bookkeeping services to the District through March 2021 at the hourly rate of seventy dollars. Motion passed unanimously.

Approval of Revised Technology Committee Charter (Action)

Tim moved, Jeff seconded to approve the revised Technology Committee charter. All voted yes, motion passed.

Approval of Marketing & Communications Committee Charter and appointments to the Committee

Tim moved, Jeff seconded to approve the Marketing and Communications Committee charter as presented and to appoint Paul Warden, Carol Caldwell-Edmonds, Lucy Rogers, Jane Campbell and Charlotte Reber to the Committee. All approved, motion passed.

Upcoming grant opportunities: Vermont Community Foundation and Covid Response Connected Community Resilience Program grants (Round 2)

The Vermont Community Foundation has been very generous in their support of CUDs. We have an opportunity to apply for \$20,000. Lea recommended we focus the proposal on covering a portion of the operational expenses anticipated in 2021. The budget items would include a financial consultant (5K), a technical consultant (5K) and management support (10K). Applications are due on Nov 11th and the decision is anticipated on Dec 2nd.

Tim moved and Jane seconded the motion to submit the grant application to the Vermont Community Foundation and authorize the Chair to sign. Motion passed unanimously.

Round 2 of the Connected Communities program has recently been opened by VT DPS. CUDs can apply for up to \$300,000 to support projects that improve connectivity by the end of the year. As in Round 1, there is a strong focus on funding projects to improve telehealth and distance learning connectivity. The Marketing & Communications Committee began reaching out to schools and health care providers to ascertain whether they have viable project ideas the grant could support. Additionally, two libraries in the County are interested in wi-fi hotspots.

The Board brainstormed additional ideas for the use of the funds. The discussion included purchasing mi-fi units with twelve months of service and distributing them to those in need, engaging libraries in the distribution of the equipment, supporting more hotspots, or creating community spaces with good connectivity to support distance learning. Lea will work with the Marketing & Communications Committee to determine which ideas are viable. This includes ascertaining our capacity to deliver on the ideas within the very short time-frame available. Several Board members expressed interest in helping.

Tim moved, Jane seconded the motion to approve the application to the Connected Communities program, pending the determination of viable ideas, finalize the content of the application by the Executive Committee, and authorize the Chair to sign the application.

Approval of Revised Accounting, Auditing and Financial Reporting Policy, and Financial Controls Checklist

The revised policy and checklist propose changes to the frequency of the audit. The new language will match the statutory requirements.

Tim moved, Jane seconded to approve the revised policy and checklist as presented in the Board packet. Motion passed unanimously.

Adjourn

Carol Caldwell-Edmonds moved, Charlotte Reber seconded to adjourn at 8:50. Motion passed unanimously.