



**LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT
GOVERNING BOARD MEETING
May 26, 2021 at 7:00p.m.
Location: Held via Zoom
MINUTES Approved 6/23/2021**

7:01pm Jane Campbell called the meeting to order.

7:02pm Roll Call: Attending Members:

Town Representatives and Alternates Attending (V=Present and Voting, P=Present, A=Absent)

Town	P/V	Representative	P/V	Alternate	P/V	Second Alternate
Belvidere	P	Carol Caldwell-Edmonds	V	Kipp Verner		
Cambridge	V	Sam Lotto	P	Teelah Hall	P	Fred Wadlington
Eden	A	(Liza Jones)	V	Damien Le Clerck		
Hyde Park	A	(Michael Rooney)	A	(Carol Fano)	A	(Jack Wool)
Johnson	V	Charlotte Reber	P	Paul Warden		
Morristown	V	Jane Campbell	P	John Meyer		
Stowe	V	Stephen Friedman	P	Scott Weathers	A	(Chris Foran)
Waterville	V	Jeff Tilton	A	(Lucy Rogers)		

Also attending: Christine Hallquist, Larry Lackey

7:04pm **Agenda Changes & Public Comment-** Add the approval of the draft minutes from the Annual Meeting on May 11th to the consent agenda. There will be no invoices to report, and also no treasurer’s report.

Consent Agenda:

- Treasurer’s Report (removed)
- Approve Invoices (removed)
- Teelah Hall on Marketing & Communications Committee

- The Marketing & Communications Committee charter allows up to seven committee members, and there are currently six members. Teelah is interested in joining the committee, and given Teelah's expertise in graphic design, digital media and the visual arts, she would be an asset to the committee. In approving the Consent Agenda, the governing board would be approving Teelah's appointment to the Marketing & Communications Committee.
- **Debit Cards**
 - Debit cards are needed so that we can make timely payments and also so that we can use platforms such as Microsoft Office 365. To cover the times when officers are unavailable or offices are vacant, it would be wise for several people to have cards.
 - A \$1,000 limit for the Clerk's debit card would align with the process for "incidental purchases" under LFCUD's current purchasing policy.
 - Card limits of \$30,000 for Chair, Vice Chair and Treasurer would align with the purchasing policy for "minor purchases" but since \$30,000 feels high for a single transaction limit, considering that the CUD's checking account balance may often be less than \$30,000, we are recommending a limit of \$10,000 for each of those debit cards. If and when the CUD starts construction, and needs to spend larger amounts, we might consider lifting the limits for Chair, Vice Chair and Treasurer.
 - In approving the consent agenda, the board would be approving recommendation to get four Lamoille FiberNet debit cards, as follows:
 - Chair, Vice Chair, Treasurer - \$10,000 limits.
 - Clerk - \$1,000 limit.

Scott Weathers moved to approve the consent agenda. Kipp Verner seconded. Motion passed unanimously without further discussion.

7:07pm Proposed Revised 2021 Budget

An explanation of the revised 2021 proposed budget was given, primarily associated with recent announcements concerning ARPA funding, NRBC funding, and possible state DPS grant monies. Since some of the grant money that was included in the original 2021 budget is becoming less likely to be available, it was removed. A discussion on necessary planned expenses that should be included ensued. Stephen Friedman moved to approve the revised budget with the discussed changes, and with the understanding that future adjustments may be necessary as the actual totals of the funding sources become known. Charlotte Reber seconded. Motion passed unanimously.

7:50pm Administrator task force: A task force is needed to find a qualified, full-time administrator for the CUD. Jane Campbell, Damien Le Clerck, Teelah Hall, and Sam Lotto volunteered to join. A request for a motion was made to create the task force with the 4 volunteers and assign the task of creating an administrator job description, compensation package, seeking applicants, and making a recommendation of 2-3 applicants for the governing

board to consider. The task force may seek the assistance of a HR firm for this. Sam Lotto so moved, Charlotte Reber seconded. Motion passed unanimously.

8:01pm Business Plan Update- Revise/Approve Proposed Business Plan Revisions: The calculated number of premises passed will be adjusted since any buildout will require passing through cabled areas en route to areas that are underserved or unserved. The take rate will be lower in these areas and the CUD should not commit to serving the entirety of these areas until the underserved areas are covered. These addresses will be offered service if interested but will not initially be targeted. There was further discussion on small changes to the 5-year funding strategy that should be implemented. Charlotte Reber moved to accept the changes to the business plan as discussed, with the caveat that the business plan will be a living document that will evolve as the CUD progresses with its project buildout. Sam Lotto seconded. Motion passed unanimously.

8:24pm Public Records Request- Clarification of Requirements, Process, and Responsibilities: A discussion on the background and scope of the recent records request revealed that it is highly unlikely any members involved with the LFCUD will have documents pertaining to this. However, this underlines the necessity of keeping a cache of all communication records pertaining CUD business, including SMS, voicemails and especially emails.

8:30pm Meeting Wrap-up: The June governing board meeting will be via Zoom, as it will still be before the state fully re-opens, post Covid. In the future, an effective hybrid board room will be necessary.

8:35pm Adjourn: Sam Lotto moved to adjourn. Kipp Verner seconded. Motion passed unanimously.