



**LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT
EXECUTIVE COMMITTEE MEETING
June 23, 2021 at 7:00p.m.
Location: GMSS, 93 James St, Morrisville, VT
DRAFT MINUTES**

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

7:02pm Agenda changes & public comment- Larry Lackey recommends adding treasurers report to consent agenda, as well as approval of payments to FPF (\$955) and professional services (\$3000) to Christine Hallquist. Jane Campbell would like to add notes about future meetings.

7:01pm Roll call:

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

Also in attendance: Christine Hallquist, Larry Lackey, Bruce Wheeler

7:06pm Adding Wolcott to Lamoille FiberNet CUD- Jane provided an overview of Wolcott’s desire to join LFCUD and rationale behind EC’s recommendation. We will have to coordinate with NEK regarding buildout plans and logistics. Jeff Tilton moved to approve adding Wolcott as a member to LFCUD. Michael Rooney seconded. Motion passed unanimously. Wolcott will become a member town when the Wolcott Selectboard votes to join.

7:12pm Consent Agenda-

- Approval of 5/26/2021 Minutes
- Treasurer’s Report & Approval of Invoices
- Approval of Proposed Executive Director Search Advertising Expenses
- Design/Engineering schedule
- Updates:
 - o Discussions with Northwest CUD
 - o RFP Process

Jane provided an update from the marketing/communication committee regarding advertising for the director’s position. The planned ad posts will fall within the approved budget. Funding for the design engineering should be available soon. Design engineering needs to be completed before material goods can be purchased. Stephen Friedman moved to approve Consent Agenda. Paul Warden seconded. Motion passed unanimously.

7:18pm Future Meetings- A laptop as well as AV equipment will be needed for future meetings at EMSS. July 15th will be the date for the special meeting in July.

7:20pm Executive Director job description- Paul Warden moved to approve. Carol Caldwell-Edmonds seconded. Motion passed unanimously.

7:23pm Construction Parameters-

- Prioritization of distribution areas’ construction (decision)
- Handling underground in private roadways (decision)
- Handling underground in public roadways (decision)
- Handling underground in customer-owned land (decision)
- Handling addresses where fiber is not feasible (decision)

Christine provided a recap of the previous discussion on the prioritization of distribution areas. The board engaged in a general discussion pertaining to a linear project progression and where priority should be focused moving forward. Ultimately, the board agreed that parallel projects could be worked on concurrently, and that a sound decision on priorities can only be made in conjunction with a project partner. A decision on prioritization will be delayed until a partnership is established. The construction parameters discussion will be tabled until such a time.

8:05pm Approval of policies-

- Lamoille FiberNet Conflict of Interest Policy Approved 2020.07.14 Proposed Revisions 2021.06.23 Michael Rooney moved to approve revisions. Jeff Tilton seconded. Motion passed unanimously.

- *Meeting Guidance & Governing Board Job Description Proposed Revision – 6/23/2021*

Christine provided an overview of the proposed revisions. Larry recommended changing the phrasing regarding appointing Governing Board Legal Counsel as needed. Also to change “Governing Board Directors” to “Governing Board Members”.

Paul Warden moved to change the **Executive Director Job Description** to include “shall participate in and support committees”. Michael Rooney seconded. Motion passed unanimously.

Paul Warden moved to approve the abovementioned changes to **Meeting Guidance & Governing Board Job Description**. Charlotte Reber seconded. Motion passed unanimously.

- *Governing Board of Directors - Executive Director Relationship Policy* Jeff Tilton moved to approve. Michael Rooney seconded. Motion passed unanimously.

- *Policy: Formulation, Review, Approval and Revision of Policies* Change “as needed” to “in consultation with council”. Change “Policy will be submitted to the ED at least 10 days....” to “within a reasonable amount of time”. Stephen Friedman moved to approve. Paul Warden seconded. Motion passed unanimously.

- *Delegation of Authority from the Governing Board to the Executive Director* Remove specifications on ED purchasing non-budgeted items to include this in the Purchasing Policy at a later date. Other minor changes will be incorporated. Paul Warden moved to approve as amended. Michael Rooney seconded. Motion passed unanimously.

9:03pm Meeting wrap-up & adjourn- Jeff Tilton moved to adjourn. Paul Warden seconded. Motion passed unanimously.