



**LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT
EXECUTIVE AND FINANCE COMMITTEE MEETING
January 20, 2022 at 7:00 p.m.
Location: GMSS, 93 James St, Morrisville, VT
APPROVED MINUTES**

7:11 pm Call to Order: Jane Campbell called the meeting to order.

7:12pm 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	A	Carol Caldwell-Edmonds	A	Kipp Verner		
Cambridge	A	Sam Lotto	V	Teelah Hall		
Eden	A	Liza Jones	A	Damien De Clerck		
Hyde Park	A	Michael Rooney	A	Carol Fano	A	Jack Wool
Johnson	A	Charlotte Reber	V	Paul Warden		
Morristown	V	Jane Campbell	A	John Meyer		
Stowe	V	Stephen Friedman	A	Scott Weathers	A	Chris Foran
Waterville	V	Jeff Tilton	A	Lucy Rogers		
Wolcott	A	Bruce Wheeler	A	Mike Davidson		
Stowe	P	Larry Lackey				

Other Lamoille FiberNet attendees: Val Davis

Public/Guests: Salvador Morales (LCPC)

7:04pm Agenda changes & public comment:

- Note that packet agenda differs from posted agenda: “Creating a Strategic Planning Task Force” was not in posted agenda.
- Pull out hiring of administrative assistant out of consent agenda.

7:04 pm Consent Agenda:

Approval of 1/06/2021 Governing Board Minutes — Suggested revisions:

- under section about Hardwick Electric, In the previous meeting minutes, Larry meant to say that there is a benefit to have all Lamoille towns in the district
- reference to Christa Shute should be deleted
- fix the spelling of Telecom — it is spelled with C not K.
- Michael was not a voting member
- motion on Wolcott included get written confirmation from NEK when/if they plan to work in Wolcott.
- Fred is no longer on the Governing Board.
- The Partnership Task Force Update noted that Tilton is working on high-level design; NRTC is doing financial analysis.
- No action needed because of the executive session

Paul Warden moved to approve minutes as edited, Jeff Tilton seconded. All in favor.

Update on invoices

1. Discontinuation of Zoom subscription at end of January.
2. Rent payments will start mid-January.
3. Cash is very tight due to lateness of invoices we sent to DPS.

Stephen moved to approve consent agenda, Jeff Tilton seconded. All in favor.

7:23 pm Policies Needed:

Teelah Hall sent a few privacy policies used by other CUDs, they will be sent to Val to put together. Val asks for everyone to review the drafts attached to the packet. He has been trying to have them be as relevant as possible to today’s world. Val asks for committee members to send him their thoughts by January 25th. The policy templates being used are open source.

Creating Strategic Plan task force:

As part of the USDA grant (by June), there needs to be a strategic plan (2-3 year plan). As part of creating a strategic plan, Val asks for three volunteers to assist him in creating strategic plan. Paul and Jeff will consider joining the task force. Jane Campbell asks for anyone who has ideas for goals of the plan to send the ideas to Val. Larry suggests not creating an official committee or task force for creating the strategic plan. All agreed it would be more efficient to just have a few board members work on a draft.

7:33 pm Hiring administrative assistant:

This position will take over some of the duties that the executive member would do. If this position is created, it would add to the 2022 budget. Even though Nicole is setting up systems to streamline invoice and grant info, this position is needed so the CUD isn't relying on volunteer efforts for this work.

The committee noted that if this becomes a permanent position, it will add to the ongoing expenses into the future when eventually the CUD will be self-sufficient, without grants. With current personnel policy, this person would get prorated health insurance and retirement. The personnel policy can be edited regarding part-time workers if the committee would like that but can't change retirement policy now as its cycle begins each November.

The VCCB has suggested to Val that the CUD needs to begin hiring appropriate staff and that staff hiring should be seen as a requirement. It should be noted that other CUDs do have appropriate staff/are currently hiring positions. If staff is hired, the CUD may not need to pay for training, as the VCCB is scheduling training. Val thinks that as time goes on the VCCB grants will become stricter so following recommendations will take more time. The committee agreed that staff and a grant/office assistant is necessary but that the hiring may not be needed until LCPC's assistance ends. Val noted that the recruitment/onboarding could take several months, ending when LCPC's assistance ends.

Paul Warden made a motion, Teelah Hall seconded to approve the future job search for a grant/office assistant, with timing to be determined. All voted in favor.

8:08 pm Partnership Task Force update:

Larry Lackey said Tilson is working on updating the high-level design and cost estimate for CUD District and what could be added to it. NRTC is working on financial modeling for a potential relationship for a potential ISP who would use LFCUD facilities. Tilson may have engineering cost estimates within the week. NRTC will get financial modeling to CUD soon. Stephen Friedman asked if NRTC needs info from Tilson and CUD. Larry Lackey says NRTC has enough info on costs and geography of the district, so it can estimate costs.

8:14 p.m. Meeting adjourned:

Paul Warden motions to adjourn, Jeff Tilton seconded. All in favor.