



**LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT
EXECUTIVE AND FINANCE COMMITTEE MEETING
February 2, 2022 at 7:00 p.m.
Location: GMSS, 93 James St, Morrisville, VT
DRAFT MINUTES**

7:05 pm Call to Order: Jane Campbell called the meeting to order.

7:06 pm 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 Le Clerck		
Hyde Park	V	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	A	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

7:06pm Agenda changes & public comment: None

7:07 pm Consent Agenda:

1. Approval 1/20/22 Executive and Finance Committee meeting minutes
 - a Fred Wadington needs to be removed from alternatives

- b Note that packet agenda differs from posted agenda: “Creating a Strategic Planning Task Force” was not in posted agenda
 - c Pull out hiring of administrative assistant out of consent agenda
2. ED updates: Val will be preparing the audit RFP. There are no standard requirements for an audit, but by doing an audit it will benefit the CUD if the CUD needs to go to bond. VCBB said no audit is needed until CUD is operational. VEC sent an agreement concerning fiber storage.
- Paul Warden moves to approve consent agenda, Stephen Friedman seconded. Unanimous in favor.

7:17 pm Policies needed:

Val submitted two policies for review. Teelah Hall also presented policies to Val, that are used by other CUDs. Val would like the committee members to look at the two policies he has sent to members by Monday. If there is no response, then he will move forward with the policies. Jane Campbell recommends reaching out to Elijah from to see if it is easier to receive a policy from them.

7:21 pm Hiring grant administrator/office coordinator:

The governing board decided that the hiring of a permanent position should be pursued. The hourly wage will be capped at \$45/hr. Val included salary samples from Glassdoor that show the hourly wage is competitive with other positions. Val recommends \$35/hour for 20 hours a week. Jane notes that similar positions are offering \$50k-90k. The title of grant writer is the defining factor when it comes to salary increase. Paul notes that it can be useful to offer some sort of health plan benefit/monetary incentive if the potential hire asks. Jane says that the CUD policy states that part time employees need to work 30hr/week to qualify for health care incentives. Michael Rooney says that if a major part of the job is grant management/writer then paying at the lower end of the scale is a poor decision. Larry Lackey wants to make sure the duties of the position are correctly listed in order of most importance. Since the CUD will be pursuing government grants, they need a person who is detailed oriented and will be a more administrative support than creative when applying for grants. Jane Campbell brings up if the position will be exempt/nonexempt. She suggests calling department of labor to get the classification right. Larry Lackey would like under experience required; grant reporting/administration experience be added* check this. The position would be hybrid and work schedule could be 4 hours, 5 days a week. Val stated that the CUD will offer \$35/hour and go off what that applicant wants. Jane recommends that a chart be made that breaks down how applicants/workers can earn more per hour. Val will make the changes of the job description based off the comments made. Once the job description is approved, Val will post it. An amendment of the budget will be needed*. Val will be removing social media, remove the health insurance, deemphasize the grant writing, advertise at \$35-40/hour. Paul Warden motioned to approve; Stephen Friedman seconded. All in favor.

8:04 pm PTF Update

CUD is waiting on Tilson to develop refreshed high-level design and cost estimate. NRTC is working on financial model, hope to see the product soon. Paul asks when the Tilson data will arrive. Val is hopeful it will arrive by the end of the week bar any issues.

8:07 pm Meeting Wrap-up and Adjourn

Teelah Hall motioned, Paul Warden seconded to adjourn. All in favor.