



LAMOILLE FIBERNET COMMUNICATIONS UNION DISTRICT

EXECUTIVE AND FINANCE COMMITTEE MEETING

October 5, 2022 at 7:00 pm – 8:30 pm

Draft Minutes

Online Virtual Meeting Only

- **7:00 pm Call to Order:** Jane Campbell called the meeting to order. Committee members attending included Jane Campbell, Stephen Friedman, Jeff Tilton, Randy Tomlin, Paul Warden and Michael Rooney. Also attending: Val Davis (Executive Director), Fabian Bourgeois (staff) and Lisa Birmingham (staff) were in attendance.
- **7:01 pm Agenda Changes:** None.
- **7:01 pm Public Comment:** None.
- **7:02 pm Approval of September 15 Minutes:** The Chair noting no changes, asked if there was any objection to approving the minutes as submitted. Hearing no objection, the Chair declared the minutes approved.
- **7:04 pm** Michael Rooney joined.
- **7:04 pm Executive Director Update:** In addition to the written report, Val reported that Legal Counsel was reviewing NRTC's proposed Design Build contract; Stephen Friedman's issues were being incorporated and a new draft was expected by week's end. Val asked Fabian to talk about the work he had been doing in Jeffersonville, Cambridge, and the Notch area, as well as Waterville and Belvidere. Fabian described his observations from the field surveys, the current availability and expected timing of fiber in the areas, and the lack of end of line distribution and drops. Fabian also shared that he was reaching out to electric departments, such as Hardwick, to establish relationships.
- Val reported that the VCBB expected to update the eligibility map soon and encouraged the Committee and Governing Board to consider expediting the grant application. He also shared his understanding that address eligibility would depend not on the presence of fiber by itself, but rather whether a provider could activate service within 10 days. He would try to get the guidance in writing. There was a discussion about how a provider or LFCUD would demonstrate or disprove serviceability and the importance of Fabian's field documentation.
- The Chair asked if LFCUD had available staff to expedite the grant and support the current workload. Other projects include the RFP for operations and maintenance and ISP, as well as the

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NRTC contract. Val shared that priorities would need to shift and that an end of month submission was doable.

- The Chair then asked for a clarification of NEK Broadband’s response to Belvidere’s expression of interest to join NEK’s CUD. Val shared that he understood that NEK’s interest in welcoming Belvidere, would be tied to adding Eden and Montgomery as well. Eden is already a member of the Lamoille’s CUD.
- Val also explained the State Auditor’s recent request for “goods and services” contracts and that the CUD’s were awaiting clarification around whether the subgrants like the NEK subgrant, or other grant agreements, were include in the request. The Auditors clarification came in during the meeting; Lisa reported the clarification that all contracts after June 2021 were included.
- **7:27 pm Update and Progress on NRTC Business Model and Plan, RFP for Operations and Maintenance and ISP services, Potential P3 Partnerships, Possible Executive Session:** Val reported that Kevin from NRTC was working on cleaning up the latest draft and an updated document was expected by the week’s end. The Chair requested a motion for executive session so the committee could discuss the proprietary terms of the business plan and its potential partnerships.

Stephen Friedman moved that the committee go into executive session to discuss those elements of the business plan and financial model that the premature disclosure of which would provide competitive information to potential vendors and others, and be disadvantageous to the CUD, and the present in the executive session should be Val Davis, Jane Campbell, Randy Tomlin, Paul Warden, Michael Rooney, Lisa Birmingham, Fabian Bourgeois, Jeff Tilton and myself, Stephen Friedman. Michael Rooney second. The Chair called the question; and without objection, executive session commenced.

- **8:07 pm Executive Session ended.** The Chair noted that no formal action or motion was necessary as a result of executive session. The Chair asked the Executive Director to make sure that Belvidere and CUD representative Carol Caldwell-Edmonds were aware of the options. She then asked if there was anything to discuss in public session regarding the terms of the RFP for operations and maintenance, ISP services, and P3 partnerships, etc. Hearing none, she moved on to other business.
- **8:08 pm Other Business** – The Chair highlighted and asked members to prioritize the pending agenda items for the next committee meeting: updated strategic plan, updated marketing and communications plan, draft drop policy, the list of broadband friendly policies, laptop and equipment policies, and the RFP for ISP and personnel reviews. Val noted that Carol Fano was drafting the lap top policy. Stephen Friedman offered to draft the initial broadband friendly policies, and Randy and Stephen agreed to support Val and Fabian in drafting a drop policy. The committee consensus was that the broadband friendly policies and the laptop policy could be postponed until November.

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- **8:12 pm Wrap Up and Adjournment:** Hearing no other business, the Chair thanked everyone for their time and requested a motion to adjourn. Randy Tomlin moved; Paul Warden seconded. With no objections, the Chair adjourned the meeting.
- **8:12 pm Adjourned.**

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