



**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
DRAFT 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	A	Fred Wadlington
Eden	A	Liza Jones	A	Damien Le 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		

Other Lamoille FiberNet attendees: Val Davis, Larry Lackey

Public/Guests: Salvador Morales (LCPC)

7:04pm Agenda changes & public comment: Pull out hiring of administrative assistant out of consent agenda.

7:04 pm Consent Agenda:

1. Approval of 1/06/2021 Governing Board Minutes: Under section about Hardwick electric, In the previous meeting minutes, Larry meant to say that there is benefit to have all Lamoille

towns in the district; also reference to Christa Shute, fix that spelling. Telecom is spelled with C not A. Michael was not a voting member, motion on Wolcott and get written confirmation from NEK when/if they plan to work in Wolcott. Fred is no longer alternate in Cambridge. Paul warden motions to approve minutes as edited, Jeff Tilton seconded. All in favor.

2. Update on invoices
3. Discontinuation of Zoom subscription

Stephen motions 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 taskforce: 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 taskforce. 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 for creating the strategic plan, could be more efficient if official meetings were not needed

7:33 pm Hiring admin assistant:

This position will take over some of the duties that the executive member would do. Nicole is setting up systems to streamline invoice and grant info. If this position is created, it would add to the 2022 budget. The committee brings up to Val that if this becomes a permanent position then keep in mind that eventually the CUD will be self-sufficient, not needing grants. With current personnel policy, this person would be prorated health insurance, retirement. The personnel policy can be edited regarding part time workers if the committee would like that but can't change retirement policy now. 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 will need to pay for training. Val thinks that as time goes on the VCCB grants will become stricter so following recommendations would be wise. The committee agrees that staff and a grant/office assistant is necessary but not to make any hiring until LCPCs assistance ends.

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

8:08 pm Partnership taskforce update:

Larry lackey says Tilton is working on updating 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. Tilton may have engineering cost estimate within the week. NRTC will get financial modeling to CUD soon. Stephen Friedman

asks if NRTC needs info from Tilton and CUD. Larry Lackey says NRTC has enough info on costs and geography of the district, so it can estimate cost

8:14 p.m. Meeting adjourn: Paul warden motions to adjourn, Jeff Tilton seconded. All in favor.