



**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  
APPROVED 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 De Clerck |     |                  |
| Hyde Park  | P   | 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

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**7:06pm Agenda changes & public comment:** None

**7:07 pm Consent Agenda:**

1. Approval 1/20/22 Executive and Finance Committee meeting minutes
  - a DeClerck was misspelled and Fred Wadlington needs to be removed.

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. VCBB said no audit is needed until CUD is operational, but by doing an audit it will benefit the CUD if the CUD needs to go to bond. VEC sent an agreement concerning fiber storage. Also, Primmer advised CUDs to do audit, given the amount of grant funds, and although VCUDA is sending out an RFP for auditors for CUDs, Val recommends sending our own.
3. The board asked Val to check with Nicole Sancibrian about other compliance obligations.
4. It was also noted that the VEC agreement was just included as FYI. The agreement relieves VEC of liability. Val needs to get a copy of their insurance; have Primmer review the contract and get quotes for Lamoille FiberNet insurance coverage of the fiber. He also needs to clarify who’ll own the fiber while stored and who’s liable when.

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. After Primmer sends/reviews policy, it will go to the EFC and then the GB.

#### **7:21 pm Hiring grant administrator/office coordinator:**

The governing board decided that the hiring of a permanent position should be pursued because for the same amount of money, more will go to the employee and therefore we can enlist a higher skill level. 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 grant writer skill is the defining factor when it comes to offering a higher salary.

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, although the position will receive a retirement match up to 3% of wages. Michael Rooney says that if a major part of the job is grants 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 the writing will emphasize that more than creativity when applying for grants. Jane Campbell brings up if the position will be exempt/nonexempt. She suggests calling VT Department of Labor to get the classification right. Larry Lackey would like under experience required; grant reporting/administration experience be added. 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 and conduct the search, using a formal ranking system; he may ask some board members to help with reviewing resumes or interviewing. Also, an amendment of the 2022 VCBB budget will be needed.

Motion: based on the discussion, Val will remove social media, remove the health insurance, de-emphasize the grant writing, reorder the first bullets to emphasize grant/contract management and grant reporting/administration; 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