



Executive Finance Committee Meeting

January 15, 2025 at 7:00 pm

**Location: Virtual via Teams and In-Person at LCPC Conference Room at
52 Portland Street, Morrisville, VT**

DRAFT MINUTES

7:01pm- Call to Order: Jeff Tilton called the meeting to order and took roll call.

Committee Members Attending

(V=Present and Voting, P=Present, A=Absent)

P/V	Representative
V	Jeff Tilton, Chair
V	Andrew Ross, Vice Chair
V	Jane Campbell
V	Stephen Friedman
V	Paul Warden
P	Lisa Birmingham, Clerk. (ex officio)
P	Colette Jurnak, Treasurer (ex officio)

Other Lamoille FiberNet attendees: Carol Caldwell-Edmonds

Public/Guests: none

7:00pm- Agenda Changes: Jeff recommended moving the discussion of the Long Drop Policy to the beginning of the meeting so that Carol and Sam could leave earlier if desired. Jane, Stephen

7:03pm- Public Comment: Lisa mentioned that VCUDA Legislation and Policy Committee meetings are important for us to have a representative attend. She recommended appointing a volunteer for the meetings on the 29th of Jan and on Feb 4th, as she will be out of state and unable to attend as she has been. The board should appoint next week at their meeting.

7:05pm- Chair's Update: Outside of what will be discussed in the agenda items, there are no further updates.

7:07pm- Long Drop Program: A lengthy discussion ensued with the focus on the most appropriate "window" in which to run the Long Drop Program (LDP). A limited (shorter) window will allow us ample opportunity to close out grants and reduce the administrative overhead, while a longer window would give constituents more time to take advantage of this funding.

With regards to timing of LDP deadlines, Jane moved to recommend that the Board declare the application window closed for all addresses on 11/1/2025 or until available funds are spent, whichever occurs first. The Board can decide to change this window if unexpected circumstances arise. Paul seconded. Motion passed.

Jane moved to recommend the board change the \$20k cap “above which is ineligible” to “be determined on a case-by-case basis”. Andy seconded. Motion passed.

8:30pm- Financial Update and Preliminary Treasury Report: Colette gave an overview of the November and Preliminary December (2024) Treasurer’s Reports. There was a question regarding how the budget snapshot reflects Board decisions to acknowledge and accept in-term projections. Lisa will work with Colette to determine the best way to present this to the EFC and Board.

8:49pm- RFQ Responses for Legal Services, Grant and Compliance Administrator:

Citing 1 V.S.A. § 313(a)(1)(A), Stephen moved to enter into executive session since the specific topic of discussion would be contracts for legal services and clerk and administrative support, the premature general public knowledge of which would clearly place the public body, or a person involved at a substantial disadvantage. Paul seconded the motion. Motion carried. Pursuant to 1 V.S.A. 313(b), Stephen moved to include the following: members of the Committee and officers included in the roll call and whose information and insight is necessary to the discussion be included in such executive session: Jeff . Jane seconded the motion. Motion carried.

9:00pm- Public Session Resumed: As a result of executive session the following actions were taken:

Jane moved that, after a thorough review of the responses for Clerk and Administrative Support, the EFC should recommend the Board move forward with Lamoille County Planning Commission. Stephen seconded the motion. The motion carried with the vote results as follows:

Yea: Paul, Stephen, Jane, Andy

Abstain: Jeff

Jeff moved that, after a thorough review of the responses for Legal Services, the EFC should recommend the Board move forward with Primmer Piper. Paul seconded the motion. Motion carried unanimously.

9:07- Cyber Insurance Policy: The group discussed the recommendation and proposal for cyber insurance coverage. More information is needed to determine if we need this coverage and to what extent. Lisa will follow up with provider.

9:08pm- Phase 1 Savings, Phase 2 and 2025 Budget Adjustments; Contract Amendments: The Committee briefly discussed Lisa’s update.

Andy moved to recommend that the Board authorize Lisa to:

- a. Once the final savings numbers are available from CCI, Inform the VCBB that LFCUD intends to reallocate P1 savings to pay for P2, and therefore no incremental VCBB funding is needed for P2 construction.
- b. Allocate engineering and design savings first to Precon06 and reallocate those Precon06 savings to Long Drop Administration, Contractors, and Contingency line items, with amounts and line items subject to board approval.

Paul seconded the motion. Motion carried unanimously.

9:15pm- Administrative Transition and Governance Update: Jeff mentioned that he, Lisa, and Colette will be collaborating to prepare a recommendation for the Board meeting next week.

9:19pm- Other Business: Jane moved to approve the minutes from the 12/4/2024 EFC meeting. Andy seconded the motion. Motion carried.

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