



## ***Board of Directors Regular Meeting***

**October 27th, 2021, at 6:00 pm**

**LCATV & via Zoom**

**63 Creek Farm Plaza, Suite 3, Colchester, Vermont 05446**

**Board of Directors in Attendance:** Greg Drew – remote (GD), Dirk Reith (DR), Ken Rocheleau (KR), Curt Taylor (CT)

**Staff in Attendance:** Kevin Christopher (KC), Michael Wright (MW)

**1. Call to Order by Chair DR at 6:04 PM.**

**2. Approval of Agenda**

**Motion to approve the agenda by KR, second by CT, passed unanimously.**

**3. Public, board member, and staff comments**

No comments.

**4. Approve minutes of September 29<sup>th</sup>, 2021**

Two small editing errors were identified

**Motion to approve the minutes of 9/29/21 as corrected by CT, second by KR, passed unanimously.**

**5. Executive director's report**

KC stated that there was nothing to report that would not be reported later in the agenda

**6. Treasurer's Report**

The treasurer (JH) was not in attendance for a full report. There will be a new payment in November.

**7. Old Business**

**a. FCC and Legislative Status Update**

KC stated that Vermont Access Network (VAN) is meeting with legislators to discuss the upcoming legislative session.

**b. Field Production Restructure**

KC presented two options for restructuring LCATV's org-chart. After discussion the Board decided that KC should investigate the fiscal impact of each of the two options and report back at the next meeting.

**c. Cable Line Extension Fund**

DR and CT reported that the Cable Line Extension project at Middle Rd. in Colchester is still in the works. The problem is the December 2021 deadline for the completion of projects that are to receive Line Extension Customer Assistance Program (LECAP) support from the state.

**d. FY 2022 Budgets – Discussion Item**

The primary item to be dealt with in the proposed budget is salaries and benefits. After some discussion the Board decided to follow the procedure used several years ago. A subcommittee was formed (DR, KR, and GD) that will look at the salary information provided by KC and make a recommendation for the next meeting.

**e. Signers for Opportunity Credit Union**

KC has been working with the Opportunities Credit Union to update their paperwork and change the board members who are authorized signers to reflect recent Board member changes.

**Motion by CT to remove Richard Pecor and Carol Jones as authorized signers on LCATV accounts at NorthCountry, New England Federal, and Opportunities credit unions, and to add Dirk Reith and Jefferey Hathaway as authorized signers to those same accounts, second by KR, passed unanimously.**

**8. New Business**

**a. Employee Handbook**

KC presented several technical changes to the LCATV Employee Handbook. The Board approved the changes. KC will take the revised handbook to NCF (LCATV's human resources consultant) for their input.

**b. VT Dept of Labor (DOL) Audit**

Though the audit by the VT Dept of Labor was favorable there was one issue brought to the Board's attention. This concerned the mileage reimbursements to Board members. The current procedure is to give all Board members a set amount calculated by a rough average of miles traveled by all the board members to the meetings usually located in different towns within the service area. DOL sees this as "compensation" rather than "reimbursement" and would like it classified as such. The change could add taxable income for the Board members.

After some discussion the Board decided that KC should obtain further information on the issue and report back at the next meeting.

**c. Possible Holiday Closure**

Last year, due to COVID, LCATV closed its doors to the public and staff went on vacation for two weeks. Content continued to be provided. As there seemed to be no problem with this, the Board decided to follow the same procedure for the upcoming holidays.

**9. Executive Session**

None needed.

**10. Adjournment**

**Motion to adjourn by GD at 7:07 PM, second by CT, passed unanimously**

DRAFT Respectfully submitted by Curt Taylor – Secretary on October 28<sup>th</sup>, 2021

Approved by Board on the December 8<sup>th</sup>, 2021