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**Northwest Vermont Communications Union District
Governing Board Regular Meeting
April 18, 2024 at 6:00pm-Meeting Minutes
Virtual Meeting**

Attendance

See Attached.

Call to Order and Adjustments of the Agenda

Vice Chair C. Ainsworth called the meeting to order at 6:09 p.m. followed by roll call. A quorum was present to conduct business. No adjustments to the agenda.

Public Comment

No members of the public present, therefore no public comment.

Approval of Minutes 01/25/24

K. Millman motioned to approve 01/25/24 minutes. K. Valenta seconded. M. Inners abstained. Motion carried.

Treasurer's Report

B. Lewis shared the treasurer's report from the last quarter via shared screen and explained the report to the board. B. Lewis provided an explanation of the balance sheet, budget vs. actual, as well as the profit and loss sheet for the quarter and year to date. B. Lewis also showed the board the newly developed financial summary sheets which provide a more concise explanation of the funds.

C. Ainsworth noted that the new financial summary sheet is helpful and a nice addition to the financial statements.

G. Rice motioned to accept the Treasurer's Report. E. Grims seconded. Motion carried.

Policy and Procedure Amendments (action needed)

C. Ainsworth explained the policy and procedure documents that were in the board packet for the board members to review. Included were, Delegation of Authority, increase in pay policy addendum for NWFx personnel policy and an attendance bylaw addendum. All documents have been previously adopted by the board; the changes that have been made reflect the new operational structure of staff, and an addendum recommended by our audit last year.

C. Benjamin confirmed that the Executive Committee has already reviewed the three proposed amendments and we are now seeking board approval.

A brief discussion took place regarding the documents and relating to board meeting attendance.

B. Churchill motioned to adopt the three policy and procedure amendments. A. Adams seconded. Motion carried.

1 C. Ainsworth recommended forwarding any suggestions to Chasidy that the board might have to
2 engage selectboards. The Executive Committee can discuss utilizing any suggested methods in
3 the future.

4
5 K. Millman confirmed that it is the responsibility of the Governing Board representatives to
6 communicate with the selectboards, not NWFx staff's responsibility to contact selectboards with
7 updates.

8
9 K. Valenta asked how we are addressing vacancies. C. Ainsworth answered that she is planning on
10 calling the selectboards to discuss any vacancies and that addressing this has been an ongoing
11 discussion with the Executive Committee.

12
13 A. Adams stated to let NRPC know if they can help in any way to send out notification of vacancies,
14 as they have done this with other boards in the past.

15 16 17 **NWFx Update**

18 C. Benjamin Reported:

- 19
- 20 • NWFx annual meeting for board elections will be held Tuesday May 14th at 6pm.
- 21 • If you have any questions on if you have been reappointed by your town, please feel free to
- 22 reach out, these appointments are due April 29th.
- 23 • We have ordered the essentials for the office in Fairfield. We've gotten some secondhand
- 24 deals and donations as well. If anyone has any art they would like to hang in our office, or if
- 25 the board knows of any local artists that would want to donate please let staff know.
- 26 • NWFx staff have been involved in VCUDA's Digital Equity Coalition. The group is in its
- 27 infancy, but it is focusing on trying to mobilize resources statewide for private and public
- 28 sector partners to apply for NTIA's Digital Equity Competitive Grant. They want to ensure
- 29 they approach each district to see who each CUD believes to be a key changemaker and
- 30 best suited for this.

31
32 M.K. Raymond Reported via shared screen:

- 33
- 34 • NWFx was awarded the BEAD Subrecipient Grant for \$150,000 which helps us gather all
- 35 our information and data to apply for BEAD. Once we receive the funds, we will get an RFP
- 36 out to help us write our BEAD application.
- 37 • We are tentatively presenting on April 29th to the VCBB Board for our ARPA Grant
- 38 Application.
- 39 • We have completed a revision of our business plan and financial model for the VCBB staff
- 40 and third party (CTC) to review this week for their approval.
- 41 • Next steps are ARPA Grant, RFP for BEAD Application. Pole applications, detailed design,
- 42 and Bill of Materials for Phase 1
- 43 • Draft timeline of GANTT Chart Phase 1
- 44

45 A brief discussion took place regarding the GANTT Chart Phase 1

1 K. Millman stated the biggest question he gets asked by community members is what order the
2 build will happen. We need to be able to provide people with some more information about this.

3
4 G. Rice agreed and expressed that we must know what towns will take priority.

5
6 *H. Jewett motioned to enter Executive Session including NWFx Staff to review further Phase 1*
7 *details whereas premature general public knowledge regarding the related Phase 1 details would*
8 *clearly place the public body, or a person involved at a substantial disadvantage. G. Rice*
9 *seconded. Motion carried.*

10
11 G. Rice reported that the group had a discussion regarding Phase 1 but noted that no action was
12 taken in Executive Session other than to end Executive Session.

13
14 G. Rice advised that board members should go to their own towns and engage their selectboards
15 and congress. Anyone who does communicate with legislators should report back to Chasidy so
16 she can keep track of this information and present it to the NWFx Governing Board.

17
18 C. Ainsworth agreed and stated that this will help ensure that we move forward. She thanked
19 NWFx Staff for their work and updates.

20
21 **Other Business**

22 None.

23
24 **Adjourn**

25 *G. Rice motioned to adjourn. H. Jewett seconded. Motion carried.*

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27 Meeting adjourned 7:35pm.
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**Northwest Communications Union District
Governing Board Meeting Attendance
April 18, 2024**

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- 5 Alburgh Town – Ken Millman, Stu McGowan, Mark Stephens
- 6 Alburgh Village – Vacant
- 7 Bakersfield – Heather Jewett, Brenda Churchill
- 8 Berkshire –Kurt Valenta, Emily Grims
- 9 Enosburg Falls Village – Absent
- 10 Enosburgh Town – Jesse Weatherwax
- 11 Fairfax –Absent
- 12 Fairfield – Cathy Ainsworth, Vice Chair
- 13 Franklin – Amy Adams
- 14 Georgia – Zachary Burdick, Chair
- 15 Grand Isle –Michael Inners
- 16 Highgate – Vacant
- 17 Isle La Motte – Absent
- 18 Milton – Absent
- 19 Montgomery – Absent
- 20 North Hero – Vacant
- 21 Richford – Vacant
- 22 Sheldon – Absent
- 23 South Hero – George Rice
- 24 St. Albans Town – Absent (excused)
- 25 Swanton Town – Vacant
- 26 Swanton Village – Lawrence King
- 27 Staff – Mary Kay Raymond, Chasidy Benjamin, Brad Lewis

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