

1 **Northwest Communications Union District Governing Board Meeting**  
2 **May 5, 2022 at 6:00pm-Meeting Minutes**  
3 **Virtual Meeting**  
4

5 **Attendance**

6 See Attached.  
7

8 **Call to Order and Adjustments of the Agenda**

9 Chair E. McGinley called the meeting to order at 6:03 p.m. followed by roll call. A quorum was present to  
10 conduct business. No adjustments to the agenda.  
11

12 **Public Comment**

13 Amy Adams from the town of Franklin introduced herself. Amy asked should the town of Franklin  
14 choose not to be part of the CUD but there are enough underserved residents that are interested, do  
15 they have an option to still join the CUD. S. Kio answered that yes according to the statue, we could  
16 serve those community members in need as long as they are adjacent to towns we are already serving.  
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18 **Approval of Minutes**

19 E. Nance suggested a couple of grammatical changes to be made.  
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21 *B. Churchill motioned to approve the April 7<sup>th</sup>, 2022, minutes as amended. E. Nance seconded. Motion*  
22 *carried.*  
23

24 **Treasurer's Report**

25 S. Kio shared the treasurer's report from April 2022 via shared screen and B. Lewis explained the report  
26 to the board. B. Lewis reviewed activity through People's Trust Company and Vermont Federal Credit  
27 Union accounts. B. Lewis explained that we transitioned payroll from People's Trust Company to  
28 Vermont Federal Credit Union and at the end of April Sean closed out the People's Trust Company  
29 account. Now all funds are in the Vermont Federal Credit Union accounts. \$150,000 was transferred  
30 from the checking account to the savings account in Vermont Federal. An ending balance of  
31 \$150,016.10 was in Vermont Federal savings, and an ending balance of \$11,350.08 was in Vermont  
32 Federal Checking account as of 4/30/22. B. Lewis stated that he is still looking into money market  
33 accounts, so our money is not merely sitting in a regular bank account, as the interest rate in the money  
34 market is .35%. He will be transferring these funds once he can physically go into a branch and  
35 complete the process. B. Lewis explained the bills to present and outstanding invoices which total  
36 \$5,816.97, he continued to provide a detailed explanation of the profit and loss sheet for the month of  
37 April 2022 as well as for the first quarter of 2022.  
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39 *B. Churchill motioned to accept the Treasurer's Report. M.C. Graziano seconded. Motion carried.*  
40

41 **Approval of Personnel Policy**

42 S. Kio stated that we made all the changes that the board suggested. We also researched adding the  
43 Short-Term Family Leave policy 21 V.S.A. § 472a, which allows employees to do routine activities with  
44 their families, and we did not meet the benchmark requirement of 15 plus employees. S. Kio stated that  
45 the personnel policy has been legally reviewed, and that staff helped craft the personnel policy as well.  
46

47 *C. Ainsworth motioned to approve the personnel policy. E. Nance seconded. Motion carried.*  
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1 **Executive Director Report**

2 S. Kio Reported:

- 3
- 4 • VCBP Update: VCBP currently has a primary focus around CUD receivership, should a CUD sell,  
5 they make sure that the state is protected. The first round of construction grants went through  
6 the VCBP, and one was denied. The state will start using GIS, which is a state mapping system.  
7 We already use VETRO Fibermap and we are working to make sure that the systems are  
8 compatible with one another and it is compliant with the state’s mapping system. VCBP has  
9 given us grant flexibility which means we can now move our funds around within the grant  
10 budget, which previously we had to go through the VCBP for any amendment and now we do  
11 not as this allows us to reorganize funds ourselves. Sean and Brad will be going through these  
12 buckets and reassigning them accordingly to make sure we are in compliance. We now have the  
13 ability to buy materials with our preconstruction funds. We will need to apply to refund VCUDA  
14 for our previous fiber purchase, as VCUDA originally fronted this purchase of fiber for us.
  - 15 • VCUDA Update: They are largely involved in the CUD receivership as well. We are also paying  
16 attention to this because it can affect our relationship with retail ISPs. VCUDA has an RFQ out  
17 for a municipal advisor to assist all the CUDs in providing some financial advisory support.  
18 VCUDA has a staff position open as Will has resigned and they will be looking for a replacement  
19 for his position.
  - 20 • We continued to look into retirement account options, and we do qualify for VLTC, even though  
21 we were previously told that we did not. VMERS is another option but not an appropriate long-  
22 term option as it requires state funds, and we will not always be state funded. Neither seem like  
23 a good long-term choice and we will likely be electing a traditional 401k.
  - 24 • Brad and Chasidy have been working on diligent reporting which has made for a fast and  
25 efficient grant reporting process. The CARES grant is now closed out.
  - 26 • Mary Kay is doing a great job at aggregating data with VETRO Fibermap. We now have a very  
27 robust data set. As we work with NRTC this tool will be fantastic and provides a great  
28 foundation for next steps.
  - 29 • We worked with ONUG Communications, who is our third-party advisor and assisting us with  
30 general technical insight. They helped us craft an RFQ for our LiDAR pole drone survey, we have  
31 sent this out to a few vendors to see if they are interested. We will need physical pole surveying  
32 work as well.
  - 33 • We currently have a lot of outreach for operations and maintenance which is critical for us. We  
34 need to secure this vendor ourselves and we do have a few new vendor options as of this week.  
35 Securing an operator/maintainer has funding ramifications and is tied to our success.
  - 36 • Sean attended a regional FBA event with the intent of networking which was very beneficial. He  
37 met about 20 different vendors for the services that we need, it was very helpful to see our  
38 options.
  - 39 • Thanks to Ken in the Communications Subcommittee that got our first newsletter out, “The  
40 Worx”. This is great for community engagement.
- 41

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43 **Other Business**

44 Chair E. McGinley announced that tonight is his last meeting as chair and a member of the Governing  
45 Board. We will need to elect a new chair as of Tuesday. We have a Special Meeting scheduled for this  
46 May 10, 2022 at 5:30pm. The board thanked him for his service.

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1 **Adjourn**

2 *B. Churchill motioned to adjourn. E. Grims seconded. Motion carried.*

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4 Meeting adjourned 7:06pm.

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**Northwest Communications Union District  
Governing Board Meeting Attendance  
May 5, 2022**

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- 5 Alburgh Town – Ken Millman, Stu McGowan
- 6 Alburgh Village – Absent
- 7 Bakersfield – Heather Jewett, Brenda Churchill-Vice Chair
- 8 Berkshire –Kris Lantz, Emily Grims
- 9 Enosburg Falls Village – Daniel Tumwesigye
- 10 Enosburgh Town – Jesse Weatherwax
- 11 Fairfax – Scott Mitchell
- 12 Fairfield – Cathy Ainsworth
- 13 Georgia – Zachary Burdick, Jeffrey Hathaway
- 14 Grand Isle – Michael Inners
- 15 Highgate – Absent
- 16 Isle La Motte – Mary Catherine Graziano
- 17 Milton – Absent
- 18 Montgomery – Everett McGinley - Chair
- 19 North Hero – John Medamana, Leisa Fearing
- 20 Richford – Vacant
- 21 Sheldon – Jacob Kane
- 22 South Hero – George Rice
- 23 St. Albans Town – Steven Deal
- 24 Swanton Town – Elisabeth Nance
- 25 Swanton Village – Elisabeth Nance
- 26 Staff – Sean Kio, Mary Kay Raymond, Chasidy Benjamin, Brad Lewis
- 27 NRPC Staff- Shaun Coleman
- 28 Public- Amy Adams
- 29