



Northwest Communications Union District  
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Nwcud.com

1 **Northwest Communications Union District**  
2 **Governing Board Meeting**  
3 **October 27, 2020, 6:00 p.m.**  
4 **Zoom Virtual Meeting ID 846 6809 9707**  
5

6 **Attendance:** Sean Kio, Chair (Enosburgh Rep.), Chris Cota, Vice-Chair (Fairfax Rep), Everett McGinley  
7 (Montgomery Rep), Brad Docheff (Fairfax Alt.), Moustafa Mends-Cole (Sheldon Alt.), Stu McGowan  
8 (Alburgh Alt.), Michael Moshovetis (Alburgh Alt.), Tara Wright (Georgia Alt.) and Emily Klofft (NRPC)  
9

10 **Call to Order and Adjustments to the Agenda**

11 Chair Sean Kio called the meeting to order at 6:03 pm, followed by roll call. A quorum was present.  
12 There were no adjustments to the agenda.  
13

14 **Approval of Minutes**

15 C. Cota noted: Line 30 – “S. Cota” change to Sean Kio. Remove “Sean Kio” from Finance and add him to  
16 Communications and Marketing.  
17

18 *C. Cota motioned to accept the minutes as amended. Seconded by E. McGinley. Motion carried.*  
19

20 **Treasurer’s Report**

21 E. Klofft provided the Treasurer’s Report and presented an invoice from the Messenger for a Public  
22 Hearing Notice for \$76.50. DPS requested an invoice for anticipated expenses on the CUD Planning  
23 Grant for the following month.  
24

25 *C. Cota motioned to approve payment on the Messenger Invoice for \$76.50. E. McGinley seconded.*  
26 *Motion carried.*  
27

28 *E. McGinley motioned to accept the Treasurer’s Report. C. Cota seconded. Motion carried.*  
29

30 *E. McGinley motioned to authorize Chair, Vice Chair or Chair of Subcommittees to approve expenditures*  
31 *equal to or less than \$250 without board approval. M. Moshovetis seconded. Motion carried.*  
32

- 33 • S. Kio requested a draft copy of NRPC’s procurement policy in order to draft their own.  
34

35 **CUD Subcommittees**

36 Current assignment based on the Subcommittee poll:

37 Communications – Sean Kio, Ken Millman, Chris Cota, Dominic DeRosia, and Moustafa Mends-Cole

38 Finance – Stu McGowan and Everett McGinley

39 Project Management – Everett McGinley and Sean Kio  
40

41 S. Kio will work with Shaun Coleman at NRPC for outreach to non-active member municipalities.

1 **Wifi Hotspots**

2 S. Kio presented the list of wifi hotspots that have currently been identified. There have been no  
3 responses to the RFP. The state is working on a policy where CUDs may be able to subcontract with the  
4 state vendor.

5  
6 Sean will:

- 7 • Distribute list to representatives to gather local information
- 8 • Follow up with towns on the list for additional information such as provider, speeds and local
- 9 POC.
- 10 • Double-check with Rob on number of quotes required.

11  
12 Reps will:

- 13 • Return information to Sean
- 14 • If site has nothing, then make a note of it. Ideally there will be an existing connection. If no
- 15 service to premise, then not much we can do within limits of current CUD funding.
- 16 • If a member town is missing a site, then representative should send recommended site(s) to
- 17 Sean (i.e. Sheldon). The goal is to have 10 new sites total for District.

18  
19 **CUD Planning Grant Survey**

20 S. Kio reviewed the survey that is being developed. Members provided input.

- 21
- 22 • E. Klofft will ask the NRPC Director if NWCUD can use Survey Monkey account.
- 23 • S. Kio will distribute final draft of survey to members for final review by Thursday prior to
- 24 posting on NWCUD.com, social media and press release.
- 25 • Representatives will reach out to Clerks to get grand list address information to begin mailing list
- 26 for hard copy survey (postcard) and reach out to schools for distribution (students to parents).

27  
28 **Broadband Innovation Grant RFP Update**

29 E. Klofft reported that the RFP has been posted. Three firms sent questions. She reviewed a list of  
30 questions that were asked by the vendors. Members provided answers to the questions.

- 31 • Emily will publish the FAQs by Friday on the NRPC website and to the CUD and firms that
- 32 expressed interest.
- 33 • Emily will send out the proposals and a matrix for review to members prior to the next meeting.
- 34 • NRPC and the group agreed to invite the bidders to an in person meeting once the proposals are
- 35 in.

36  
37 **Vermont Community Foundation Grant**

38 S. Kio received an email from VCF to apply for \$20,000 non-competitive grant. Similar to the previous  
39 VCF grant.

40 *C. Cota motioned for the Chair to apply for Vermont Community Foundation grant for \$20,000. M.*  
41 *Moshovetis seconded. Motion carried.*

42  
43 **Member Updates**

1 Fairfax – Chris reported that he’s been working with CVFiber and State of Vermont on a GIS based  
2 survey. Hasn’t gone too far. Continue to reach out to Duncan Communications and Stowe Cable but no  
3 response. Continue to work with state to get broadband survey results for the district.

4  
5 Montgomery – Everett reported Grange Hall is considering changing providers.

6 Alburgh – S. McGowan reported no activity.

7 Berkshire – Donimic reported no activity.

8 Shedlon – Moustafa reported no activity but surveying for wifi hotspots.

9 Georgia – Tara reported no activity.

10

11 **Department of Public Service Update (invited)**

12 Unable to attend.

13

14 **Other Business**

15 Stu will

- 16 • Seek grant sources

17

18 Email and phone for NWCUD on new website

19

20 **Public Comment**

21 None.

22

23 **Adjourn**

24 C. Cota motioned to adjourn. E. McGinley seconded. Motion carried.

25

26 *Meeting adjourned at 6:27 p.m.*