

1 **Northwest VT Communication District Governing Board Meeting**
2 **January 6, 2022 at 6:00 p.m. - Draft Meeting Minutes**
3 **Enosburg Public Safety Building – 83 Sampsonville Road, Enosburgh VT 05450 / Hybrid**
4

5 **Attendance:** See attached.
6

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

8 Chair E. McGinley called the meeting to order at 6:04 p.m. followed by roll call. A quorum was present to
9 conduct business.

10
11 **Public Comment**

12 None.
13

14 **Approval of December Minutes**

15 *C. Ainsworth motioned to approve the December 2nd meeting minutes. M.C. Graziano seconded. Motion*
16 *carried.*
17

18 **Appointment of Treasurer**

19 S. Kio introduced Brad Lewis who was hired to cover payroll and other accounting needs. B. Lewis
20 shared his professional background experience. S. Kio noted that the Board needs to appoint a
21 Treasurer who will serve as a non-voting member.
22

23 *B. Churchill motioned to appoint Brad Lewis as Treasurer. M.K. Raymond seconded. Motion carried.*
24

25 **Treasurer's Report**

26 B. Lewis reported he met earlier in the week with Amy Adams and Shaun Coleman at NRPC to begin
27 transitioning accounting information. NRPC offered to help with the transition as needed.
28

29 He reviewed the Treasurer's Report via screen share. The account balance as of December 31 was
30 \$388,957.29. This includes a \$318,757.06 deposit of H.360 funding. One bill was presented for expenses
31 by the Executive Director for \$146.88. There are four outstanding invoices that were previously
32 approved to be paid totaling \$14,130.77 plus \$30,000 for VetroFiber Mapping licenses. Anticipate
33 receiving an invoice from NRPC by mid-January for expenses from Oct. 1 to Dec. 31.
34

35 C. Ainsworth asked if payroll would be included in the Treasurer's Reports. E. McGinley noted that they
36 are included in the annual budget and need not be voted as part of monthly reports.
37

38 *E. Nance motioned to accept the Treasurer's Report. M.C. Graziano seconded. Motion carried.*
39

40 There was brief discussion about VetroFiber map and licensing. The current license includes an initial
41 startup expense of \$5,000 which includes data migration. Next year the license renewal will be \$25,000.
42 There may be an enterprise license opportunity through VCBB for CUDs which would mean less costs for
43 individual license.
44

45 B. Lewis noted he plans on using different format for the Treasurer's Report.
46

47 **Introduction of Administrative Assistant**

1 Chassidy Benjamin introduced herself as the new part-time assistance and provided a brief background.
2 E. McGinley welcomed her.
3

4 **New Representatives – St. Albans Town, Highgate and North Hero**

5 E. McGinley introduced Michael Kravitz from Highgate and Steve Deal from St. Albans Town, and
6 Zachary Burdick from Georgia. He also reintroduced Ian Scott, the Montgomery Alternate. They
7 provided their background information and interest in serving on the CUD governing board.
8

9 **New Community Membership - Milton**

10 S. Kio noted that because Milton is outside of Franklin and Grand Isle Counties, a vote would be needed
11 for accepting Milton’s membership. Erik Breiland from Milton introduced himself.
12

13 *K. Millman motioned to accept Milton as a member of the Northwest Communications Union District. E.*
14 *Nance seconded. Motion carried.*
15

16 **OPS PM Staff**

17 S. Kio reported that interviews were held for the full-time position. Preferred candidate is being
18 recommended to the Board for hire. S. Kio provided background on the candidate’s profession.
19

20 *M.C. Graziano motioned to hire preferred candidate for the OPS PM position. B. Churchill seconded.*
21 *Motion carried. One abstention.*
22

23 **Board Clerk Nominations**

24 S. Kio reported that the CUD needs to appoint a Board Clerk per State Statutes (30 V.S.A. § 3068) whose
25 primary duties will be the custody of records including but not limited to recording votes, warning
26 meetings and distributing annual reports. Additionally, the CUD needs to form an Executive Committee
27 and can’t without the appointment of a Board Clerk.
28

29 E. McGinley opened nominations for Board Clerk. A deafening silence ensued. After a brief discussion of
30 tabling the nomination, Elizabeth Nance nominated herself. E. McGinley asked for additional
31 nominations. Hearing none, he closed nominations.
32

33 *K. Millman motioned to appoint Elizabeth Nance as Board Clerk. M.K. Raymond seconded. Motion*
34 *carried.*
35

36 The Chair and Vice Chair graciously thanked E. Nance.
37

38 **Executive Director Report**

39 S. Kio reported:

- 40 • New staff were brought on and introduced previously. OPS PM will be starting on January 24.
- 41 • Pole survey information for Swanton Electric and Enosburg Falls Electric lacks detailed design.
42 Utility plants will be providing more detail. There was a brief discussion on pole surveys.
- 43 • Working towards ISP agreement possibly within the first quarter of 2022.
- 44 • VCUDA agreed on the membership fees. An invoice for membership will be coming soon.
- 45 • The Communications/Outreach, Finance and Operations/Project Management subcommittees
46 could use additional members if anyone is interested. Will need to form an Executive Committee
47 as well.

- 1 • Comprehensive Business Plan due January 14. Continue to meet with NRTC and review different
2 data models.
3

4 E. McGinley noted that the Board needs to enter Executive Session to further discuss the Business Plan
5 and related models as well as ISP partnership potential.
6

7 *K. Millman motioned to enter Executive Session whereas premature general public knowledge regarding*
8 *the Business Plan and related financial models and ISP partnership potential would clearly place the*
9 *public body or a person involved at a substantial disadvantage. C. Ainsworth amended the motion to*
10 *include inviting NWCUD staff and NRPC staff. B. Churchill seconded. Motion carried.*

11
12 *C. Ainsworth motioned to end Executive Session. B. Churchill seconded. Motion carried.*
13

14 E. McGinley reported that the group discussed the Business Plan and related models and ISP partnership
15 potential but no action was taken other than to end Executive Session.
16

17 **Other Business**

18 J. Kane asked about the results of the municipal survey. S. Kio replied the responses varied and not every
19 community responded. A brief discussion began about the survey. C. Ainsworth noted that being a
20 recipient of the survey, it would be helpful to have specific examples to help guide the conversation with
21 local leadership. S. Kio replied that he will have the OPM develop specifics for the survey and send it
22 out. He will also share the results of the survey with the board.
23

24 **Adjourn**

25 *M.K Raymond motioned to adjourn. B Churchill seconded. Motion carried.*
26

27 Meeting adjourned at 7:50 pm.

1 January 6, 2022

2 Northwest Communications Union District
3 Governing Board Meeting Attendance
4

- 5 Alburgh Town – Ken Millman, Stu McGowan
6 Alburgh Village – J.R. Cox
7 Bakersfield – Brenda Churchill, Heather Jewett
8 Berkshire – Kris Lantz
9 Enosburg Falls Village – Absent
10 Enosburgh Town – Jesse Weatherwax
11 Fairfax – Mary Kay Raymond (Vice Chair), Dave Stanley
12 Fairfield – Cathy Ainsworth
13 Georgia – Zachary Burdick
14 Highgate – Michael Kravetz
15 Isle La Motte – Mary Catherine Graziano
16 Milton – Erik Breiland
17 Montgomery – Everett McGinley - Chair, Ian Scott
18 North Hero – Absent
19 Richford – Vacant
20 Sheldon – Jake Kane
21 St. Albans Town – Steve Deal
22 Swanton Town – Elizabeth Nance
23 Swanton Village – Elizabeth Nance
24 Staff – Sean Kio, Executive Director, Chassidy Benjamin – Admin. Assist., Brad Lewis – Accountant
25 Northwest RPC – Shaun Coleman
26 None