

1 **Northwest Communications Union District**
2 **Executive Committee Regular Meeting**
3 **August 14, 2024, at 10:00am**
4 **Virtual Meeting**
5

6 **Attendance**

7 Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk) Brad Lewis (Business and Finance
8 Manager, Treasurer), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Stu
9 McGowan (Alburgh, Member at Large), Matt Stebbins (Sheldon, Member at Large)

10
11 **Call to Order, Roll Call, Adjustments to Agenda**

12 Chair Z. Burdick called the meeting to order at 10:08am, a roll call was conducted, and a quorum
13 was present to conduct business. There were no adjustments to the agenda.
14

15 **Public Comment**

16 No members of the public present, therefore no public comment.
17

18 **Approval of Minutes 07/24/24**

19 *Z. Burdick motioned to approve 07/24/24 minutes. C. Ainsworth seconded. Motion carried.*
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21 **Personnel (executive session)**

22 *Z. Burdick motioned to enter Executive Session excluding NWFx Staff to review further Personnel*
23 *details whereas premature general public knowledge regarding the related Personnel details would*
24 *clearly place the public body, or a person involved at a substantial disadvantage. C. Ainsworth*
25 *seconded. Motion carried.*
26

27 Z. Burdick reported that the group had a discussion regarding Personnel details including the
28 pending mid-year review process for staff but noted that no action was taken in Executive Session
29 other than to end Executive Session. This will be discussed again at the next meeting.
30

31 **Operational Update**

32 M. K. Raymond reported:

- 33 • ARPA Construction agreement is signed, we have submitted our first drawdown and are
34 awaiting payment
- 35 • Continuing to work with GWI to complete low-level design.
- 36 • She will be on the road next week with Josh, a senior fiber engineer with GWI. This will be to
37 find out what municipalities we might be able to work with to collocate.
38

39 A brief discussion took place about the next steps with construction. It was confirmed that
40 everything is moving forward as it should.
41

42 The committee thanked M. K. Raymond for her updates.
43

44 **Financial Review**

45 B. Lewis gave a brief overview of the financial statements that were given to the committee to
46 review prior to the meeting. He asked them if they had any questions regarding the statements.

47 The committee stated that they have no questions.

48 **Other Business**

49 B. Lewis explained that he is in the process of applying for a credit card for the CUD with Vermont
50 Federal Credit Union. This will allow MK to have a higher daily limit than the purchase card, should
51 she need it when she is out in the field. He stated that he was asked by the credit union for meeting
52 minutes, however, the limit on this card will only be \$5,000 and he did not believe that this required
53 board approval. He asked the board if they have any concerns with him moving forward with the
54 application.

55
56 S. McGowan stated that this will need to be approved by the board.

57
58 C. Ainsworth agreed and confirmed that the board oversees the establishment of any new banking.

59
60 A brief discussion took place about the need for a credit card among staff during a conference. It
61 was noted that the current purchase card had a limit that was too low.

62
63 S. McGowan suggested the limit on the credit card be greater than the suggested amount of
64 \$5,000.

65
66 *C. Ainsworth motioned that the board approve applying for the credit card through Vermont Federal*
67 *Credit Union. S. McGowan seconded.*

68
69 Discussion of the motion: S. McGowan suggested that the board consider a friendly amendment to,
70 instead, utilize Ease Rise Credit Union for a credit card. Z. Burdick stated that all our banking is
71 currently done through Vermont Federal.

72 Z. Burdick stated that due to time he would like to continue this discussion at the next meeting. C.
73 Ainsworth stated that we will table continued discussion on the motion until the next meeting.

74
75 **Adjourn**

76 *C. Ainsworth motioned to adjourn. S. McGowan seconded. Motion carried.*

77
78 Meeting adjourned at 11:03am.