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**Northwest Communications Union District  
Executive Committee Regular Meeting  
November 9, 2022 at 12:30pm  
Virtual Meeting**

**Attendance**

Sean Kio (ED), Chasidy Benjamin (Admin), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Elisabeth Nance (Swanton Town and Swanton Village, Clerk), Ken Millman (Alburgh, Member at Large)

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

Chair Z. Burdick called the meeting to order at 12:36pm, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to agenda.

**Public Comment**

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

**Approval of Minutes 10/12/22**

*K. Millman motioned to approve 10/12/22 minutes. Z. Burdick seconded. Motion carried.*

**Operational Update (executive session)**

S. Kio reported:

- We have received the first big data set from ARE from our pole survey for the Enosburg area. This has been very helpful to NRTC, and we are anticipating the Swanton data any day now.
- NRTC has hired a new client manager, Mary, she is doing a fantastic job at keeping everything on track and things are progressing nicely with the engineering and project management teams. All exhibits are now signed with NRTC.
- The Public Service Department released a new broadband availability data set. According to their new data set, there are 34% less underserved addresses in our district than before. However, Sean received clarification today that our current set of funding is secure as it is based off the old data set, which is crucial for our funding. We can and will challenge some of the areas that are now reported as served, as it is very unlikely that this is accurate. This data was self-reported by the ISPs. MK is the only person on our team that is qualified to identify if there is actually fiber on poles, so she will go check some of the areas. This will affect our Broadband Equity Access and Development Program (BEAD) funding, but there will still be a potential for other funding options.
- MK and Sean are working on warehouse solutions and considering placing some shipping containers on blocks in our current Fairfax area for temporary storage. If anyone has any information on where we can secure warehousing, please reach out to Sean.

*K. Millman motioned to enter Executive Session including NWFEX Staff to discuss additional Operational Update details whereas premature general public knowledge regarding the related Operational Updates would clearly place the public body, or a person involved at a substantial disadvantage. C. Ainsworth seconded. Motion carried.*

*C. Ainsworth motioned to exit Executive Session. Z. Burdick seconded. Motion carried.*

48 Z. Burdick reported that the group discussed the Operational Update but noted that no action was taken  
49 other than to end Executive Session.

50 **Other Business**

51 S. Kio announced that he will attend a short NRTC conference next week.

52 Z. Burdick reminded the committee of our public hearing for the budget on November 10, 2022.

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54 **Adjourn**

55 *Z. Burdick motioned to adjourn. K. Millman seconded. Motion carried.*

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57 Meeting adjourned at 1:17pm.

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