

1 **Northwest VT Communication District Finance Subcommittee Meeting**
2 **April 21, 2022, at 6:00 p.m.- Meeting Minutes**
3 **Virtual Zoom Meeting**
4

5 **Attendance:** Sean Kio (ED), Chasidy Benjamin (Admin), Brad Lewis (Treasurer), Stu McGowan (Alburgh),
6 Michael Inners (Grand Isle), Heather Jewett (Bakersfield)
7

8 **Welcome, Roll Call, Adjustments to the Agenda**

9 S. Kio called the meeting to order at 6:06pm. Followed by a roll call. No changes to agenda.
10

11 **Public Comment**

12 None. No members of the public present.
13

14 **Approval of Minutes 3/17/2022**

15 *M. Inners motioned to approve minutes. S. McGowan seconded. Motion carried.*
16

17 **RFQ Audit**

18 C. Benjamin stated that NWFX has been working on an RFQ for audit. Originally, we had sent this out to
19 over a handful of firms within Franklin County Vermont and only received one email response that they
20 did not perform audits. Earlier this month we made phone calls to follow up with the firms we had
21 originally emailed and not heard back from, we did not have any that were able to take the project on.
22 We then expanded our search and reached out to 30 firms within Vermont. We have also found out
23 that we do not need to file a tax return, so we are now only looking for a financial statement audit for
24 2020 and 2021.
25

26 The subcommittee reviewed the two RFQs that we have received back via shared screen. They do have
27 concerns that one of the firms do not appear to be a CPA. Also, the other firm seems to be quoting a
28 high fee for the service we are requesting. The subcommittee thinks we should table this item and
29 follow up with both firms making sure they are CPAs and can perform a federal single audit, and if the
30 price can be more reasonable. We may need to expand our search beyond Vermont. S. Kio will also
31 verify the requirements that we have to meet on the audit.
32

33 **Changes to Grant Budget**

34 S. Kio stated that the VCBB has given us the authority to move funds around and create other budget
35 categories under preconstruction funds. Previously moving the funds needed preapproval. Now, we
36 can use preconstruction funds to make materials and equipment purchases which is important because
37 lead times are significant for fiber and materials.
38

39 **Other Business**

40 None.
41

42 **Adjourn**

43 *S. McGowan motioned to adjourn. M. Inners seconded. Motion carried.*
44

45 Meeting adjourned at 6:45pm.
46