

1 Northwest Vermont Communications Union District
2 Governing Board Meeting
3 January 19, 2023 at 6:00pm-Meeting Minutes
4 40 E Bakersfield Rd, Bakersfield VT/Hybrid Meeting
5

6 **Attendance**

7 See Attached.
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9 **Call to Order and Adjustments of the Agenda**

10 Chair Z. Burdick called the meeting to order at 6:02 p.m. followed by roll call. A quorum was present to
11 conduct business. No adjustments to the agenda.
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13 **Public Comment**

14 No members of the public present, therefore no public comment.
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16 **Approval of Minutes 10/20/22, 11/10/22 and 11/17/22**

17 *P. Southwick motioned to approve 10/20/22, 11/10/22 and 11/17/22 minutes. E. Grims seconded.*
18 *Motion carried.*
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20 **Treasurer's Report**

21 S. Kio shared the treasurer's report from the last quarter via shared screen and B. Lewis explained the
22 report to the board. B. Lewis provided an explanation of the balance sheet as well as the profit and loss
23 sheet for the month of December 2022 and for the quarter.
24

25 *G. Rice motioned to accept the Treasurer's Report. S. McGowan seconded. Motion carried.*
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27 **ISP Update (executive session)**

28 *Z. Burdick motioned to enter Executive Session including NWFx Staff to discuss ISP Update details*
29 *whereas premature general public knowledge regarding the related ISP Updates would clearly place the*
30 *public body, or a person involved at a substantial disadvantage. C. Sandvig seconded. Motion carried.*
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32 Z. Burdick reported that the group discussed the ISP Update but noted that no action was taken in
33 Executive Session other than to end Executive Session.
34

35 **High Level Design Update/NRTC (executive session)**

36 *Z. Burdick motioned to enter Executive Session including NWFx Staff to discuss High Level Design and*
37 *NRTC details whereas premature general public knowledge regarding the related High Level Design and*
38 *NRTC details would clearly place the public body, or a person involved at a substantial disadvantage. E.*
39 *Nance seconded. Motion carried.*
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41 Z. Burdick reported that the group discussed the High Level Design and NRTC updates but noted that no
42 action was taken in Executive Session other than to end Executive Session.
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44 **Executive Director Report**

45 S. Kio Reported:
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- 47
- VCBP has made additional funds made available for pre-purchase of materials.

- 1 • VCBB is working on Northern Borders grant (1.25m) Seeking to collaborate with VCUDA for
- 2 CFO, Communications, and Make-Ready Support.
- 3 • FCC Broadband Map Challenge – VCBB staff is taking on community messaging. Submitted
- 4 45,000 challenges statewide, nearly 1,000 in NW.
- 5 • VCBB’s data and overbuild policy - removal of the 20% threshold and alignment with the NTIA
- 6 requirements.
- 7 • VCUDA has a new chair, Ellie de Villers, she has a wealth of broadband experience, providing
- 8 VCUDA with a clearer vision.
- 9 • VCUDA will host a CUD Day on January 31st, this includes meetings with the Governor, new
- 10 legislators, and other committees. Sean will be in attendance.
- 11 • NWFX received 5 submissions to our RFI (Retail ISP Anchor Tenants), discussion is
- 12 ongoing. NDAs completed for all parties. All have received our information packet on network
- 13 plans, rates, and build data for operational review.
- 14 • NWFX is actively seeking vendors for Operations & Maintenance.
- 15 • NWFX needs to update to our IRS and SAM registration with our new address, and this is proving
- 16 to be challenging. Chasidy is actively working the issue.
- 17 • Workforce development to increase fiber training opportunities in the state, the state will pay
- 18 for MK to go to a train the trainer class in April. We are ready to roll out an apprenticeship
- 19 program at the state level to help ramp up the workforce in fiber.
- 20 • An amendment for the H360 pre-c grant was submitted by NWFX and approved by the
- 21 state. This is needed to pay outstanding invoices and draw down remaining funds due to expire
- 22 in March 2023. A new grant request will need to be submitted.
- 23 • The board member section is available on the NWFX website, the email was sent out to all board
- 24 members with information on how to access.

27 Other Business

28 Z. Burdick Reported:

- 29 • We are looking for another Executive Committee member at large. If anyone is interested then
- 30 email Zach, including the reasons why you would like to join the Executive Committee.
- 31 • If you have questions in between our regular quarterly board meetings, feel free to reach out to
- 32 staff or the Executive Committee at any time.
- 33 • Board members may attend and listen in on Executive Committee meetings.
- 34 • NWFX will keep the board updated on the extension of the virtual meeting allowance once it is
- 35 signed by the Governor.

37 Adjourn

38 *Z. Burdick motioned to adjourn. S. McGowan seconded. Motion carried.*

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40 Meeting adjourned 7:57pm.

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**Northwest Communications Union District
Governing Board Meeting Attendance
January 19, 2023**

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- Alburgh Town – Ken Millman, Stu McGowan
- Alburgh Village – J.R. Cox
- Bakersfield – Heather Jewett, Brenda Churchill
- Berkshire – Kurt Valenta, Emily Grims
- Enosburg Falls Village – Absent
- Enosburgh Town – Absent
- Fairfax – Dave Stanley, Scott Mitchell
- Fairfield – Ronald Bocash
- Franklin – Absent
- Georgia – Zachary Burdick, Chair, Jeffrey Hathaway
- Grand Isle – Michael Inners, Peter Southwick
- Highgate – Absent
- Isle La Motte – Cary Sandvig
- Milton – Erik Breiland
- Montgomery – Absent
- North Hero – John Medamana
- Richford – Michael Olio
- Sheldon – Jacob Kane
- South Hero – George Rice
- St. Albans Town – Absent
- Swanton Town – Elisabeth Nance
- Swanton Village – Elisabeth Nance
- Staff – Sean Kio, Mary Kay Raymond, Chasidy Benjamin, Brad Lewis