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**Northwest Vermont Communications Union District
Governing Board Regular Meeting
January 23, 2025 at 6:00pm-Meeting Minutes
Hybrid Meeting**

Attendance

See Attached.

Call to Order and Adjustments of the Agenda

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

Public Comment

Brad Fredericks introduced himself and stated that he was seeking an update on our progress and felt that it was important we keep the public up to date on progress as well.

There was a brief discussion from the board and staff regarding our project and that our grant funding did not come through until summer. It was assured that we are making progress, and we will certainly update the public once the quiet period is over.

Brad thanked everyone for their updates and encouraged us to begin to post general start dates and weekly updates.

Approval of Minutes 10/17/2024, 11/07/2024 and 11/14/2024

Z. Burdick motioned to approve 10/17/2024, 11/07/2024 and 11/14/2024 minutes. K. Millman seconded. Motion carried.

Treasurer's Report (executive session)

A moment of remembrance was taken for Brenda Churchill.

D. Sullivan stated that we are able to meet our obligations when due and we are proceeding with a construction plan. D. Sullivan stated we are seeking a motion to go into Executive Session under the provisions of 1 VSA §313 with consultants, staff and board members to discuss financial information finding that premature disclosure could substantially disadvantage the CUD if it were to be made public at this time.

S. McGowan motioned to enter Executive Session. Z. Burdick seconded. Motion carried.

Z. Burdick reported that the group had a discussion regarding financial details but noted that no action was taken in Executive Session other than to end Executive Session.

Policies (action needed)

D. Sullivan stated that our PTO section of our personnel policy needed some clarification and shared the proposed changes via shared screen.

H. Jewett recommended adding at least a week in the PTO hours and suggested that we also allow employees to go in the negative for their PTO.

1 *H. Jewett motioned to bring this to discussion to increase the PTO by 1 week across the board. Z.*
2 *Burdick seconded.*

3
4 S. McGowan asked what the industry standard is for time off. A discussion continued to take place
5 amongst the board.

6
7 M.K. Raymond stated that when she was hired by the former Executive Director, she was
8 guaranteed five weeks' vacation time. D. Sullivan recommended that a personnel letter of variance
9 for this specific employee should be crafted, explaining how their PTO varies from the personnel
10 policy.

11
12 Z. Burdick asked what we can do for our part-time employee who works enough hours to qualify for
13 PTO as well. D. Sullivan stated that they can accrue hours at the same rate as the full-time
14 employees based on the hours they work, but it will need to be added to the policy.

15
16 D. Sullivan requested a friendly amendment to the motion, to increase the rate of PTO accrual by 1
17 week for each class and to allow part time employees to accrue time off at the same rate, prorated
18 to hours worked.

19
20 *H. Jewett approved the friendly amendment, and to further increase MK's time off. Z. Burdick*
21 *seconded the motion. Motion carried.*

22 23 **Operational Update (executive session)**

24 D. Sullivan stated we are seeking a motion to go into Executive Session under the provisions of 1
25 VSA §313 with consultants, staff and board members to discuss operational updates finding that
26 premature disclosure could substantially disadvantage the CUD if it were to be made public at this
27 time.

28 *S. McGowan motioned to enter Executive Session. H. Jewett seconded. Motion carried.*

29
30 Z. Burdick reported that the group had a discussion regarding operational updates but noted that
31 no action was taken in Executive Session other than to end Executive Session.

32 33 **Other Business**

34 None.

35 36 **Adjourn**

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

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39 Meeting adjourned 7:09pm.

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**Northwest Communications Union District
Governing Board Meeting Attendance
January 23, 2025**

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- Alburgh Town –Ken Millman, Stu McGowan, Mark Stephens
- Alburgh Village – Absent
- Bakersfield –Heather Jewett
- Berkshire –Joshua Grims
- Enosburg Falls Village – Absent
- Enosburgh Town – Absent
- Fairfax – Scott Mitchell
- Fairfield – Cathy Ainsworth, Vice Chair
- Franklin – Amy Adams
- Georgia – Zachary Burdick, Chair
- Grand Isle – Michael Inners
- Highgate – Absent
- Isle La Motte – Vacant
- Milton –Amy Crawford
- Montgomery – Absent
- North Hero – Vacant
- Richford – Vacant
- Sheldon – Matthew Stebbins
- South Hero – Absent
- St. Albans Town – Robert Warner
- Swanton Town – Vacant
- Swanton Village – Lawrence King
- Staff – Mary Kay Raymond, Chasidy Benjamin, Denise Sullivan

