

1 **Northwest VT Communication District Governing Board Meeting**
2 **February 3, 2022 at 6:00pm-Meeting Minutes**
3 **Virtual Meeting**
4

5 **Attendance**

6 See Attached.
7

8 **Call to Order and Adjustments of the Agenda**

9 Chair E. McGinley called the meeting to order at 6:03 p.m. followed by roll call. A quorum was present to
10 conduct business.
11

12 **Public Comment**

13 None, no members of the public present.
14

15 **Approval of Minutes**

16 E. McGinley stated we need to make an amendment and take the former Ops candidate off the last
17 meeting minutes and reflect the current Ops instead.
18

19 *B. Churchill motioned to make an amendment to change Ops names in January 6th minutes. J. Kane*
20 *seconded. Motion carried.*

21 *B. Churchill motioned to approve January 6th minutes. J. Kane seconded. Motion carried.*
22

23 **Treasurer's Report**

24 S. Kio noted the report is now formatted differently and reviewed via shared screen. He explained
25 detailed disbursements outlined through January. B. Lewis then took over the report. Ending account
26 balance as of January 31st was \$203,511.46. \$100,000 was transferred from PTC to Vermont Federal as
27 that is where we will begin to do our banking.

28 M. Kravetz asked why we changed from PTC, S. Kio answered that the online banking services that we
29 use works better with our accounting software through Vermont Fed than it did at PTC. E. McGinley
30 asked if some funds can go into a money market account and get additional interest instead of sitting in
31 a checking account. B. Lewis answered yes details to be discussed as to what is the best account to go
32 into to get some interest.

33 Total for outstanding invoices through NRPC was \$73,810.16. B. Lewis broke down the outstanding
34 invoices for NRPC and what they were for. S. Kio stated that he and Brad have been going through item
35 by item to make sure they are in the correct money buckets for accounting purposes. B. Lewis states
36 going forward he will now present a balance sheet and a profit and loss sheet which shows exactly how
37 the money was spent in 2021 by category. Balance sheet stated we have a balance of \$303,511.46 as of
38 January 31st 2022 for total assets. Money paid out in January was \$87, 669.01.

39 E. McGinley stated we should have a budget which we report against on a quarterly basis, Everett will
40 work with Brad and Sean on how we will do that and have restricted fund balances.
41

42 *M.C. Graziano motioned to accept the Treasurer's Report. D. Stanley seconded. Motion carried.*
43

44 **Interim Vice Chair Elections**

45 S.Kio stated we offered the Ops position to a candidate and the candidate suddenly stopped all
46 interaction with NWFY. The best option was to hire the other qualified candidate that interviewed or
47 else we would have to wait 4-6 weeks to get someone hired if we reposted the job. Executive
48 Committee met and extended an offer to the second candidate, Mary Kay Raymond. She accepted the

1 position and has started working for the CUD which has kept us on our timeline. Therefore, Mary Kay
2 has resigned as Vice Chairman and now we need to fill the Vice Chairman position. Annual elections are
3 May 5th that is why we are doing an Interim Vice Chair now.
4

5 *H. Jewett motioned to appoint Brenda Churchill for Vice Chair. B. Churchill accepts the*
6 *nomination. Majority is in favor of nomination. Motion carried.*
7

8 **NRTC Business Plan Presentation**

9 E. McGinley noted that the Board needs to enter Executive Session to further discuss the Business Plan
10 and related models as well as ISP partnership potential.
11

12 *S. McGowan motioned the Board, including NWCUD staff and NRPC staff enter Executive Session*
13 *whereas premature general public knowledge regarding the Business Plan and related financial models*
14 *and ISP partnership potential would clearly place the public body, or a person involved at a substantial*
15 *disadvantage. J. Kane seconded. Motion carried.*
16

17 *K. Millman motioned to end Executive Session. B. Churchill seconded. Motion carried.*
18

19 No action was taken in Executive Session other than to end Executive Session.
20

21 *K. Millman motioned The Board to give authority to Executive Committee to release business plan once*
22 *they have finished reviewing. E. Grims seconded the motion. Motion Carried.*
23

24 **Executive Director Report**

25 S. Kio Reported:

- 26 • Staff updates- NWFX has a huddle every Monday morning to discuss the upcoming week.
27 Chasidy drafted personnel policy. Sean and Chasidy reviewed today and should have finalized
28 draft for board to review by next board meeting. We are in compliance with all of our
29 grants, Chasidy will keep track going forward and Brad will keep track of budget. Operations-
30 Mary Kay joined as Ops PM, she is doing VETRO fibermap training and started data migration.
- 31 • Pole Survey Vendor and RFQ- Seeking vendors and having conversations to do this, met with
32 VPPSA today. Swanton and Enosburg have a gap in data, we made request from VCBB for
33 funding and having conversations about makeready. S. Kio stated that Mary Kay is also seeking
34 warehouse and yard space and asked the board to go back to their towns and see if there is any
35 warehouse or yard space to keep supplies, first delivery is due in July for delivery of about 33
36 reels. Let MK know if there are any options available.
- 37 • Funding: We did receive an earmark of \$3.5 million from VCBB we've requested \$1.2 million and
38 only received 25% of that \$1.2 million but we can make requests as needed. \$116 million from
39 VCBB for construction, and we are earmarked for \$10.5 million of that \$116 million.
40 Additionally, a USDA Reconnect Grant that senator Leahy made available, however our CUD
41 hasn't been around long enough for this, and we are not eligible. The state is looking into
42 exceptions.
43 USDA rural development grant, we are a recipient of this grant already. \$30,000 max this time
44 around. We can go for it again, but it does reduce our chances of getting it since we are already
45 a recipient.
46 VCUDA has invoiced us for dues, we have some time to pay that, it was not a budgeted
47 amount. We will need to make a future request with that grant that we are earmarked for to
48 pay this invoice. VCUDA has concerns around vendor availability and make ready. They are

1 looking to provide assistance with mapping auditing and finance support for portions that are
2 not covered by public grant funds. The state will retain ownership of CUDs if they fail.

- 3 • Next Steps: Municipal surveys, MK to do direct one on one contact for storage space within local
4 communities. Pole survey and RFQ to be drafted within the next week.

5 We will be getting our pole applications in so that we can begin, there are many moving parts,
6 but we are heading in the right direction.
7

8 K. Millman asked if there are any updates that we can share with the preferred ISP. S. Kio states
9 they are excited, they are anticipating to potentially have another visit. Next steps are to
10 continue discussions and work toward a service agreement in quarter one. They are pleased
11 with NWFX.
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13 **Other Business**

14 None.

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16 *E. Grims motioned to adjourn. J. Kane seconded. Motion carried.*
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18 Meeting adjourned 8:39pm.
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**Northwest Communications Union District
Governing Board Meeting Attendance
February 3, 2022**

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- 5 Alburgh Town – Ken Millman, Stu McGowan
- 6 Alburgh Village – J.R. Cox
- 7 Bakersfield – Brenda Churchill, Heather Jewett
- 8 Berkshire – Emily Grims
- 9 Enosburg Falls Village – Absent
- 10 Enosburgh Town – Jesse Weatherwax
- 11 Fairfax – Dave Stanley
- 12 Fairfield – Absent
- 13 Georgia – Amber Baker
- 14 Grand Isle - Vacant
- 15 Highgate – Michael Kravetz
- 16 Isle La Motte – Mary Catherine Graziano
- 17 Milton – Erik Breiland
- 18 Montgomery – Everett McGinley - Chair, Ian Scott
- 19 North Hero – John Medamana, Leisa Fearing
- 20 Richford – Vacant
- 21 Sheldon – Jacob Kane
- 22 South Hero – Rich Goggin
- 23 St. Albans Town – Steven Deal
- 24 Swanton Town – Absent
- 25 Swanton Village – Absent
- 26 Staff – Sean Kio, Chasidy Benjamin, Mary Kay Raymond, Brad Lewis
- 27 Northwest RPC – Shaun Coleman
- 28 NRTC – Kevin Fitzgibbons
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