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**Northwest Vermont Communications Union District
Governing Board Regular Meeting
April 16, 2026 at 6:30pm-Meeting Minutes
Hybrid Meeting**

Attendance

See Attached.

Call to Order and Adjustments of the Agenda

Chair Z. Burdick called the meeting to order at 6:34 p.m. followed by roll call. A quorum was present to conduct business. No adjustments to the agenda.

Public Comment

M.K. Raymond introduced our partners at GWI to the Governing Board and asked the board if they had any questions for them.

C. Ainsworth thanked them for all the work they are doing.

Approval of Minutes 01/15/2026

Z. Burdick motioned to approve 03/25/2026 minutes. C. Dunn seconded. Motion carried.

Purchasing Policy (action needed)

D. Sullivan reported that the Procurement Policy had been distributed in advance and explained that the policy aligns district procurement purchasing procedures with federal grant requirements. Because federal thresholds such as the micro-purchase limit change periodically, the revised policy is designed to automatically incorporate those updates. Board members were invited to ask questions.

B. Melcher requested a spreadsheet be provided to board members at each regular meeting summarizing purchases outside the micro-purchase threshold and any over \$20,000. D. Sullivan confirmed the report can be generated through QuickBooks and noted that the Executive Director's purchasing authority is limited to items within the Board-approved budget. She added that the procurement policy governs federal compliance, not financial reporting.

Board members discussed the reporting request. B. Melcher stated it would increase transparency and help identify unusual patterns. Staff noted that all purchases to date have been within budget and compliant with policy. D. Sullivan outlined existing internal controls, including segregation of duties for three different people, where each one does a different task of budget verification, invoice review, and payment approval. Confirming that the Executive Director does not have access to bank accounts.

The Board agreed that a reporting requirement does not belong in the procurement policy. Governance-related policies, including the financial controls memo circulated in November, were identified as possible locations.

The Board agreed that the Executive Committee would review and identify a location within the policies to include this reporting request and begin including this reporting practice to the

1 Governing Board starting at the next quarterly meeting. A reminder was given that Executive
2 Committee meetings are publicly warned and open to Board members and the public.

3 *C. Ainsworth motioned to accept the policy with revisions April 16, 2026.*

4 The Board then addressed a discrepancy between the agenda item (“Purchasing Policy”) and the
5 document provided (“Procurement Policy”). Because the agenda title had not been corrected
6 before the meeting, members discussed whether action could be taken.

7 B. Melcher proposed resolving the discrepancy by approving the policy using the agenda’s title
8 while specifying the exact title of the document being approved.

9 *C. Ainsworth withdrew her motion.*

10 *B. Melcher motioned to approve the purchasing policy called “procurement policy”. Z. Burdick*
11 *seconded. Motion carried.*

12 **Treasurer’s Report (executive session)**

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

18
19 *M. Stebbins motioned to enter Executive Session. Z. Burdick seconded. Motion carried.*

20
21 *Z. Burdick motioned to exit Executive Session. C. Ainsworth seconded. Motion carried.*

22
23 Z. Burdick reported that the group had a discussion regarding financial details but noted that no
24 action was taken in Executive Session other than to end Executive Session.

25
26 *C. Ainsworth motioned to approve 01/15/2026 minutes. M. Stebbins seconded. Motion carried.*

27
28 **Annual Meeting**

29 Z. Burdick stated that May 12th is our annual organizational meeting and Cathy will not be seeking
30 reelection as Vice Chair this year and Denise is retiring so we will need a new treasurer as well.

31
32 D. Sullivan advised that we need a treasurer with industry knowledge and that she will stay on until
33 we find one to make an easy transition, and we are actively looking for a treasurer to recommend to
34 the board.

35
36 C. Benjamin gave a reminder about reappointments due from the towns for our Governing Board
37 representatives by the last Monday in April.

38
39 **Operational Update (executive session)**

40 M.K. Raymond stated that we have two bids open, an RFB and an RFQ that are open and posted on
41 our website and she explained each of these to the board.

42

1 M.K. Raymond shared the NWFx pricing flyers via shared screen.

2

3 M.K. Raymond stated we are seeking a motion to go into Executive Session under the provisions of
4 1 VSA §313 with consultants, staff and board members to discuss operational updates finding that
5 premature disclosure could substantially disadvantage the CUD if it were to be made public at this
6 time.

7 *M. Stebbins motioned to enter Executive Session. C. Dunn seconded. Motion carried.*

8

9 *Z. Burdick motioned to exit Executive Session. B. Melcher seconded. Motion carried.*

10

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

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14 **Other Business**

15 None.

16

17 **Adjourn**

18 *Z. Burdick motioned to adjourn. C. Dunn seconded. Motion carried.*

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20 Meeting adjourned 8:09pm.

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**Northwest Communications Union District
Governing Board Meeting Attendance
April 16, 2026**

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- 5 Alburgh Town –Mark Stephens
- 6 Alburgh Village – Cheryl Dunn
- 7 Bakersfield –Absent
- 8 Berkshire –Joshua Grims
- 9 Enosburg Falls Village – Daniel Tumwesigye
- 10 Enosburgh Town – Vacant
- 11 Fairfax – Scott Mitchell
- 12 Fairfield – Cathy Ainsworth, Vice Chair
- 13 Franklin – Vacant
- 14 Georgia – Zachary Burdick, Chair
- 15 Grand Isle – Michael Inners
- 16 Highgate – Robyn Klein
- 17 Isle La Motte – Absent
- 18 Milton –Erik Breiland
- 19 Montgomery – Doug Kopacz
- 20 North Hero – Vacant
- 21 Richford – Absent
- 22 Sheldon – Matthew Stebbins
- 23 South Hero – Bob Melcher
- 24 St. Albans Town – Absent
- 25 Swanton Town – Vacant
- 26 Swanton Village – Larry King
- 27 Staff/Contractors – Mary Kay Raymond, Chasidy Benjamin, Denise Sullivan, Ellie de Villers
- 28 GWI – Tom Cecere, Matt Wing, Sam Dyer