

**Northwest Vermont Communications Union District
Governing Board Regular Meeting
April 20, 2023 at 6:00pm-Meeting Minutes
Virtual Meeting**

Attendance

See Attached.

Call to Order and Adjustments of the Agenda

Vice Chair C. Ainsworth called the meeting to order at 6:05 p.m. followed by roll call. A quorum was present to conduct business. No adjustments to the agenda.

Public Comment

No members of the public present, therefore no public comment.

Approval of Minutes 1/19/23 and 3/16/23

B. Churchill motioned to approve 1/19/23 and 3/16/23 minutes. E. Grims seconded. Motion carried.

Treasurer's Report

S. Kio shared the treasurer's report from the last quarter via shared screen and B. Lewis explained the report to the board. B. Lewis provided an explanation of the balance sheet as well as the profit and loss sheet for the month of March 2023 and for the quarter.

S. Mitchell motioned to accept the Treasurer's Report. E. Grims seconded. Motion carried.

ISP Update (executive session)

K. Millman motioned to include NWFX and NRPC Staff in Executive Session. J. Kane seconded. Motion Carried.

B. Churchill motioned to enter Executive Session including NWFX and NRPC Staff to discuss ISP Update details whereas premature general public knowledge regarding the related ISP Updates would clearly place the public body, or a person involved at a substantial disadvantage. S. McGowan seconded. Motion carried.

C. Ainsworth reported that the group discussed the ISP Update but noted that no action was taken in Executive Session other than to end Executive Session.

Executive Director Report

S. Kio Reported:

- Staff are working on developing a live dashboard for board members to view progress as well as reworking the monthly executive director's report.
- VCBB is continuing to work on BEAD letter of credit waivers.
- VCBB hired general counsel and still has two other open positions posted on their website.
- VCUDA is paying close attention to three bills that are trying to be passed.
- Northern Borders released a grant called the catalyst program. NWFX Executive Committee discussed this and chose not to apply this year.

- NWFX completed our Telco Insurance Audit.
- NWFX staff are having ongoing meetings with our ISP partner and working on an MSA.
- We have had to resubmit our registration with sam.gov several times, as we need this in order to receive our grant funds. We are having difficulty changing our address.
- S. Kio has reached out to K. Millman (Alburgh Rep) to develop an outreach and awareness plan for the rest of 2023. Once this is put together, we will let the board know so this can be reviewed in a workgroup.
- Our grant reporting continues to be done on time. Our grant amendment has been approved but we are still waiting for our sam.gov approval before we can draw down funds.
- NRTC has completed High Level Design and NWFX staff is reviewing. MK is working on getting the import data to import directly into our fiber mapping software. Our ongoing relationship with NRTC is pending with our current ISP partner.
- MK flew to Oklahoma and completed a train the trainer course. She is now one of the only people in the state that is certified to teach this.
- Representative appointments are due from communities on April 24th to serve on the NWFX governing board. Chasidy has been reaching out to communities weekly to get these submitted.
- There is a recorded session on YouTube to review the Vermont Open Meeting Law but if new board members are interested, we can get a live session with NRPC. Hearing no interest in the live session from new board members, we will send the link for the video training via email.
- May 9th will be our board elections.
- May 17th at 11am we have scheduled our newcomers and staff Q&A.

Other Business

None.

Adjourn

J. Kane motioned to adjourn. E. Grims seconded. Motion carried.

Meeting adjourned 7:01pm.

**Northwest Communications Union District
Governing Board Meeting Attendance
April 20, 2023**

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5 Alburgh Town – Ken Millman, Stu McGowan, Mark Stephens
6 Alburgh Village – Absent
7 Bakersfield – Heather Jewett, Brenda Churchill
8 Berkshire –Emily Grims
9 Enosburg Falls Village – Absent
10 Enosburgh Town – Absent
11 Fairfax –Scott Mitchell
12 Fairfield – Cathy Ainsworth, Vice Chair
13 Franklin – Amy Adams
14 Georgia – Absent
15 Grand Isle – Michael Inners, Peter Southwick
16 Highgate – Vacant
17 Isle La Motte – Absent
18 Milton – Erik Breiland
19 Montgomery – Absent
20 North Hero – John Medamana
21 Richford – Michael Olio
22 Sheldon – Jacob Kane
23 South Hero – Absent
24 St. Albans Town – Robert Warner
25 Swanton Town – Vacant
26 Swanton Village – Larry King
27 Staff – Sean Kio, Chasidy Benjamin, Brad Lewis
28 NRPC Staff – Shaun Coleman
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