

1 Northwest Vermont Communications Union District
2 Governing Board Regular Meeting
3 July 25, 2024 at 6:00pm-Meeting Minutes
4 Virtual Meeting
5

6 **Attendance**

7 See Attached.
8

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

10 Chair Z. Burdick called the meeting to order at 6:08 p.m. followed by roll call. A quorum was
11 present to conduct business. No adjustments to the agenda.
12

13 **Public Comment**

14 No members of the public present, therefore no public comment.
15

16 **Approval of Minutes 04/18/24 and 5/14/24**

17 *B. Churchill motioned to approve 04/18/24 and 05/14/24 minutes. K. Valenta seconded. Motion*
18 *carried.*
19

20 **Treasurer's Report**

21 B. Lewis shared the treasurer's report from the last quarter via shared screen and explained the
22 report to the board. B. Lewis provided an explanation of the balance sheet, budget vs. actual, profit
23 and loss sheets, as well as the financial summary sheets.
24

25 *G. Rice motioned to accept the Treasurer's Report. Z. Burdick seconded. Motion carried.*
26

27 **Executive Committee Member at Large (action needed)**

28 Z. Burdick stated that one of our Executive Committee members at large needed to step down due
29 to time constraints. He explained that the Executive Committee meets twice per month, and we
30 need to elect a new member at large to fill the vacancy.
31

32 *Z. Burdick nominated Matt Stebbins to be an EC Member at Large. G. Rice seconded. Motion*
33 *carried.*
34

35 M. Stebbins accepted and stated that he is very interested to assist the Executive Board and this
36 will help him continue to stay informed for his role in the town of Sheldon as well.
37

38 **Operational Update (executive session)**

39 *Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Operational*
40 *Update details whereas premature general public knowledge regarding the related Operational*
41 *Update details would clearly place the public body, or a person involved at a substantial*
42 *disadvantage. B. Churchill seconded. Motion carried.*
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44 Z. Burdick reported that the group had a discussion regarding Operational Update details but noted
45 that no action was taken in Executive Session other than to end Executive Session.
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48 **NWFx Update**

1 M. K. Raymond Reported:

- 2 • We have received our ARPA grant. We worked with our lawyer and returned it to VCBB staff.
- 3 Once we get this back from VCBB we can have Zach sign it and submit our first invoice for
- 4 drawdown of this grant.

5
6 B. Lewis Reported:

- 7 • 2023 audit is almost complete, just awaiting the final report.
- 8 • NAFX is in the process of renewing our Telcom insurance.

9
10 C. Benjamin Reported:

- 11 • Timely grant reporting continues.
- 12 • We are awaiting first payment from the BEAD Subrecipient grant.
- 13 • Shared the NAFX/GWI Vermont joint logo via shared screen.
- 14 • Shared the updated Fairfield office picture via shared screen.

15
16 Z. Burdick Reported:

- 17 • NAFX Staff mid-year reviews are underway
- 18 • NRPC agreement to provide a staff contingency plan was never executed in 2023 due to the
- 19 contingency list of duties being more than NRPC could support. We have kept the contract
- 20 the same as the board discussed last year, but the list of duties is significantly less. This
- 21 will provide us with basic temporary support for essential financial and administrative
- 22 tasks, should a member of NAFX staff become unavailable. He stated that he will sign the
- 23 contract unless there are any objections from the board as it is very important to have
- 24 contingency plans in place.

25
26 M. K. Raymond commended Zach for his efforts as Chair of the Governing Board. Especially this
27 year with the departure of our ED, he has taken on a lot of work. She also thanked the Executive
28 Committee for their time, as it allows us to keep our day-to-day business moving. M. K. Raymond
29 reminded the board that NAFX staff is always available should board members have any
30 questions, do not hesitate to reach out.

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32 **Other Business**

33 None.

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35 **Adjourn**

36 *Z. Burdick motioned to adjourn. B. Churchill seconded. Motion carried.*

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38 Meeting adjourned 6:52pm.

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**Northwest Communications Union District
Governing Board Meeting Attendance
July 25, 2024**

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- 5 Alburgh Town –Stu McGowan, Mark Stephens
- 6 Alburgh Village – Absent
- 7 Bakersfield –Brenda Churchill
- 8 Berkshire –Kurt Valenta, Emily Grims
- 9 Enosburg Falls Village – Absent
- 10 Enosburgh Town – Absent
- 11 Fairfax – Scott Mitchell
- 12 Fairfield – Cathy Ainsworth, Vice Chair
- 13 Franklin – Absent
- 14 Georgia – Zachary Burdick, Chair
- 15 Grand Isle – Absent
- 16 Highgate – Absent
- 17 Isle La Motte – Vacant
- 18 Milton – Amy Crawford
- 19 Montgomery – Absent
- 20 North Hero – Vacant
- 21 Richford – Vacant
- 22 Sheldon – Matthew Stebbins
- 23 South Hero – George Rice
- 24 St. Albans Town – Absent
- 25 Swanton Town – Vacant
- 26 Swanton Village – Lawrence King
- 27 Staff – Mary Kay Raymond, Chasidy Benjamin, Brad Lewis