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**Northwest Vermont Communications Union District
Governing Board Regular Meeting
July 27, 2023 at 6:00pm-Meeting Minutes
Virtual Meeting**

Attendance

See Attached.

Call to Order and Adjustments of the Agenda

Chair Z. Burdick called the meeting to order at 6:06 p.m. followed by roll call. A quorum was present to conduct business. No adjustments to the agenda.

Public Comment

Steve Coran, Brad Fredericks, and Andrew Gaidys were present.

Brad Fredericks stated that he supports bringing fiber to Vermont homes. He expressed his concern that construction has not yet begun for the NWFX project, and he is also concerned about the budget.

Z. Burdick explained the hurdles that NWFX has had to overcome. He expressed the importance of us wanting to do this project right the first time and how much time has been put into this project. He explained he has no concerns about funding being adequate as we are very careful how we spend our money. Z. Burdick continued to explain the frequency of meetings and the oversight of the project and encouraged Brad to come to more meetings as we always welcome members of the public.

Brad thanked him for his explanation and simply suggested that we keep the community better informed in the future on our project's progress.

Approval of Minutes 4/20/23 and 5/9/23

K. Millman motioned to approve 4/20/23 and 5/9/23 minutes. S. Mitchell 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, budget vs. actual, as well as the profit and loss sheet for the quarter and year to date.

Z. Burdick motioned to accept the Treasurer's Report upon Brad making a minor correction to format. K. Valenta seconded. Motion carried.

Audit Results

B. Lewis stated that our 2022 audit is complete and there were no concerns or corrections needed. We are expecting a final version of the audit results soon, as we have accepted the draft audit results. We will send the final report out to the board upon completion.

Executive Director Report

S. Kio Reported:

- NWFX staff mid-year employee reviews have begun.

- 1 • We have finally resolved our SAM.gov issue. Now that this has been resolved we have
2 submitted our invoice to the VCBB and are awaiting payment.
- 3 • VCBB Board members have drafted up some new accountability policies. Collectively the CUDs
4 have gotten together to submit responses. Some of the policies are fine but some are an
5 overreach for the VCBB according to Act 71. We are paying close attention to this.
- 6 • We have an agreement in hand with NRPC that needs to be reviewed. This is a back up plan for
7 services and we will likely have a draft to the board sometime in August.
- 8 • NWFx has an opportunity to acquire about 300 miles of fiber from Lamoille CUD. They no
9 longer need it, and they are looking to sell it to us at cost, minus the freight charge. We have an
10 MOU in hand, and we will need legal to review it. This will give us a good jump start on fiber
11 materials.

12 S. Mitchell suggested that the board members receive these bullet points in advance of the meeting to
13 be reviewed.

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15
16 **ISP Agreement (executive session/action needed)**

17 *B. Churchill motioned to enter Executive Session including NWFx Staff and Steve Coran to discuss ISP*
18 *Agreement details whereas premature general public knowledge regarding the related ISP Agreement*
19 *would clearly place the public body, or a person involved at a substantial disadvantage. E. Grims*
20 *seconded. Motion carried.*

21
22 Z. Burdick reported that the group discussed the ISP Agreement but noted that no action was taken in
23 Executive Session other than to end Executive Session.

24
25 *S. Mitchell motioned to approve the agreement with preferred ISP partner subject to pending clarifying*
26 *edits and final review. H. Jewett seconded. Motion carried.*

27
28 **Other Business**

29 None.

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31 **Adjourn**

32 *H. Jewett motioned to adjourn. Z. Burdick seconded. Motion carried.*

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34 Meeting adjourned 8:10pm.
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**Northwest Communications Union District
Governing Board Meeting Attendance
July 27, 2023**

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- Alburgh Town – Ken Millman, Stu McGowan, Mark Stephens
- Alburgh Village – Absent
- Bakersfield – Heather Jewett, Brenda Churchill
- Berkshire –Kurt Valenta, Emily Grims
- Enosburg Falls Village – Absent
- Enosburgh Town – Jesse Wetherwax
- Fairfax –Dave Stanley, Scott Mitchell
- Fairfield – Absent
- Franklin – Amy Adams
- Georgia – Zachary Burdick, Chair
- Grand Isle –Peter Southwick
- Highgate – Vacant
- Isle La Motte – Absent
- Milton – Erik Breiland
- Montgomery – Erin Kopacz
- North Hero – John Medamana
- Richford – Absent
- Sheldon – Jacob Kane
- South Hero – Absent
- St. Albans Town – Robert Warner
- Swanton Town – Vacant
- Swanton Village – Absent
- Staff – Sean Kio, Mary Kay Raymond, Chasidy Benjamin, Brad Lewis

