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**Northwest Vermont Communications Union District
Governing Board Regular Meeting
October 19, 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 6:07 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 07/27/23

C. Ainsworth motioned to approve 07/27/23 minutes. K. Valenta seconded. J.R. Cox abstained. Motion carried.

Treasurer's Report

C. Benjamin 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. B. Churchill seconded. Motion carried.

Budget Discussion (action needed)

The 2024 proposed NWCUD budget was shared via shared screen and explained by S. Kio. S. Kio stated that we developed our Capital Expenditures using NRTC's cost assumptions. We are actively working with GWI to be able to provide a more accurate budget for this section in 2024. S. Kio informed the committee of the timeline that we must follow for the budget including board approval, public hearing, and the board to adopt the budget. Taking these timelines into consideration, we are putting forward our best estimate with NRTC's assumptions and seeking approval of the budget from the board. Once we have a more accurate estimate of these costs, we will likely need to propose an amendment to the adopted budget in 2024 to be approved by the board. S. Kio continued to provide an explanation of the line items for the remainder of the budget.

C. Sandvig motioned to approve the budget to be sent out to towns. J.R. Cox seconded. Motion carried.

Executive Director Report

S. Kio Reported:

- Matching BEAD fund requirements continue to be a topic of importance. We do have options such as: state allocations, Vermont community foundation, private markets, ISP partners and grants.
- BEAD affordability criteria makes it difficult for smaller companies.

- 1 • We are awaiting a response from NRPC on a draft to provide redundant administrative and
2 financial services. This would support the board on a temporary basis should a member of
3 NWFx staff or key executive member become unavailable.
- 4 • Following our 2022 audit we were given suggestions to add or improve the following policies:
5 financial management, compensation, and fraud. Sean and Chasidy have been working on these
6 policies and will put these forward to the Governing Board for approval at our next meeting.
- 7 • We will need to publish several RFP's for permitting, construction, as well as materials and
8 supply. These will need review and approval from the Governing Board. We may need to call a
9 special session when these are ready as we will want to get them published as soon as possible.

10
11 **Other Business**

12 S. Kio stated that we had a successful turnout for our board social which was held last month. It was
13 appreciated that NWFx board members, staff and GWI staff were able to attend. We would like to
14 continue to do an event like this annually.

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16 **Adjourn**

17 *J. Kane motioned to adjourn. C. Ainsworth seconded. Motion carried.*

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19 Meeting adjourned 6:57pm.
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**Northwest Communications Union District
Governing Board Meeting Attendance
October 19, 2023**

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- Alburgh Town – Ken Millman, Stu McGowan
- Alburgh Village – J.R. Cox
- Bakersfield – Brenda Churchill
- Berkshire –Kurt Valenta
- Enosburg Falls Village – Absent
- Enosburgh Town – Absent
- Fairfax –Dave Stanley, Scott Mitchell
- Fairfield – Cathy Ainsworth, Vice Chair
- Franklin – Amy Adams
- Georgia – Zachary Burdick, Chair
- Grand Isle –Michael Inners
- Highgate – Vacant
- Isle La Motte – Cary Sandvig
- Milton – Erik Breiland
- Montgomery – Absent
- North Hero – Absent
- Richford – Vacant
- Sheldon – Jacob Kane
- South Hero – Absent (excused)
- St. Albans Town – Absent
- Swanton Town – Vacant
- Swanton Village – Absent (excused)
- Staff – Sean Kio, Mary Kay Raymond, Chasidy Benjamin, Brad Lewis

