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**Northwest Communications Union District  
Governing Board Meeting  
October 20, 2022 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 6:02 p.m. followed by roll call. A quorum was present to conduct business. No adjustments to the agenda.

**Public Comment**

Cary Sandvig was present, however no comment.

**Approval of Minutes 7/21/22 and 8/18/22**

*C. Ainsworth motioned to approve 7/21/22 and 8/18/22 minutes. Z. Burdick seconded. Motion carried.*

**Treasurer's Report**

S. Kio shared the treasurer's report from October 2022 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 October 2022 and for the quarter.

*Z. Burdick motioned to accept the Treasurer's Report. S. McGowan seconded. Motion carried.*

**Audit Report**

B. Lewis stated that the 2020 and 2021 fiscal year's financial audit reports are complete. Sullivan, Powers & Company had no concerns and released the audit reports to us. We then submitted the reports to the VCBB.

**2023 Budget (action needed)**

S. Kio shared the 2023 budget via shared screen and explained that we are seeking approval for the budget from the board. S. Kio explained, now that we have had a full year of operations, we were able to identify many new categories. He provided an explanation of the new line items, as well as the items that were either rolled into a new category or eliminated. 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.

*Z. Burdick motioned to approve the budget to be sent out to towns. S. McGowan seconded. Motion carried.*

**Operational Update (executive session)**

*Z. Burdick motioned to enter Executive Session including NWFx Staff to discuss Operational Update details whereas premature general public knowledge regarding the related Operational Updates would clearly place the public body, or a person involved at a substantial disadvantage. E. Grims seconded. Motion carried.*

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

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2 Z. Burdick reported that the group discussed the Operational Update but noted that no action was taken  
3 other than to end Executive Session.  
4

5 **Executive Director Report**

6 S. Kio Reported:

- 7  
8
- 9 • VCB B applied for the middle mile grant to build a backbone support throughout the state. We  
10 support this grant. VCB B staff is seeking to develop legislature for multi dwelling units. They  
11 hired a special projects finance manager; he will help the CUDs navigate private finance options.
  - 12 • VCUDA has developed subcommittees to explore issues within the CUDs.
  - 13 • We elected to push our fiber delivery back, we were going to have a portion of it come this  
14 month and the rest in December, but now the full order will be delivered in December.
  - 15 • Enosburg pole survey data is complete, Sean and MK are meeting with ARE this week to  
16 determine if Swanton data is complete as well.
  - 17 • Sean and Chasidy have completed the USDA final reporting to close out the grant.
- 18

19 **Other Business**

20 None.

21  
22 **Adjourn**

23 *S. McGowan motioned to adjourn. Z. Burdick seconded. Motion carried.*

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25 Meeting adjourned 8:20pm.  
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**Northwest Communications Union District  
Governing Board Meeting Attendance  
October 20, 2022**

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- 5 Alburgh Town – Ken Millman, Stu McGowan
- 6 Alburgh Village – J.R. Cox
- 7 Bakersfield – Heather Jewett, Brenda Churchill
- 8 Berkshire –Kurt Valenta, Emily Grims
- 9 Enosburg Falls Village – Absent
- 10 Enosburgh Town – Absent
- 11 Fairfax – Dave Stanley, Scott Mitchell
- 12 Fairfield – Cathy Ainsworth, Vice Chair
- 13 Franklin – Absent
- 14 Georgia – Zachary Burdick, Chair, Jeffrey Hathaway
- 15 Grand Isle – Peter Southwick
- 16 Highgate – Absent
- 17 Isle La Motte – Absent
- 18 Milton – Erik Breiland
- 19 Montgomery – Absent
- 20 North Hero – Absent
- 21 Richford – Michael Olio
- 22 Sheldon – Jacob Kane
- 23 South Hero – George Rice
- 24 St. Albans Town – Steven Deal
- 25 Swanton Town – Absent
- 26 Swanton Village – Absent
- 27 Staff – Sean Kio, Mary Kay Raymond, Chasidy Benjamin, Brad Lewis
- 28 Public- Cary Sandvig
- 29