

1
2
3
4
5
6
7
8
9

Northwest Vermont Communications Union District
Governing Board Draft Meeting Minutes
May 27, 2021 6:00 p.m.
Zoom Virtual Meeting

10
11
12
13
14
15

Attendance: Sean Kio (Enosburgh Town/Enosburg Falls Rep.), Ken Millman (Alburgh Rep.), Dave Stanley (Fairfax Rep.), J.R. Cox (Alburgh Village), Brenda Churchill (Bakersfield Rep.), Emily Klofft (NRPC), Everett McGinley (Montgomery Rep.), Charen Fegard (Richford Rep.) and Heather Jewett (Bakersfield Alt.).

16
17

Call to Order and Adjustments to the Agenda

18
19
20

Chair S. Kio called the meeting to order at 6:05 pm. A quorum was present.

21
22

Approval of Minutes

23
24
25

K. Millman motioned to approve the minutes from the last meeting as amended. D. Stanley seconded. Motion carried.

26
27

Sub-Committee Appointments and Chair Approval

28
29

Finance

30
31
32

E. McGinley motioned to appoint Heather Jewett Chair of Finance Subcommittee. K. Millman seconded. Motion carried.
1 abstained.

33
34

Communications

35
36

C. Fegard motioned to appoint Ken Millman Chair of Finance Subcommittee. E. McGinley seconded. Motion carried.

37
38

Program Management/Ops

39
40
41

C. Fegard motioned to make Brenda Churchill Chair of Program Management/Ops. H. Jewett seconded. Motion carried.
1 abstained.

42
43

H.315 Grant Program

44
45
46
47

There is a round 1 for the H.315 grant program which ends in July. It is unknown if Round 2, which would end in December, will be available. There were a significant funding requests in Round 1 so that may be delaying the release of Round 2.

48
49
50

In Round 1 the NWCUD applied for \$73,400 in funding for a Broadband Open Access Fiber Consultant, a NWCUD Broadband Administrator, continued Administrative Support from NRPC, and Bookkeeping services. The NWCUD's proposal was fiscally conservative compared to the other requests.

51
52

Legislative Update (H.360)

53
54
55

E. Klofft reported that H.360 was passed by joint House and Senate Committee. E. McGinley added that it was favorable to CUDs. VCUDA is allowed to appoint 1 member to board. Rob's position will remain with PSD. The preconstruction funds are only for CUDs.

56
57

Potential Private ISPs

58
59

S. Kio reported that he received a lot of phone calls from private providers who like to meet and collaborate with the CUD.

- 60
61
62
63
64
65
- ISPs should be made aware of CUDs goals and objectives.
 - PMO suggested having a project plan developed prior to meeting with ISPs.
 - Milton would like to meet with the CUD.
 - Franklin Telephone and Mansfield Fiber are on the list to meet with in the near future.
 - Utilities to invite as well include GMP, VELCO, Swanton Electric and Enosburg Falls Electric

1 **Other Business**

2 S. Kio noted the Treasurer’s Report will be discussed under Other Business because it was accidentally omitted from the
3 agenda.

4
5 E. Klofft reported that the CUD will have to return approximately \$5,300 to PSD due to a discrepancy in the amount of
6 the PSD Planning Grant award and the amount the CUD invoiced for.

7
8 E. Klofft presented the Treasurer’s Report. The current balance of the banking account is \$54,513.92.

9
10 One invoice from NRPC was presented for payment in the amount of \$7,412.35 for the period January 1 to March 31,
11 2021 for administrative services.

12
13 *E. McGinley motioned to approve payment of NRPC invoice. K. Millman seconded. Motion carried.*

14
15 Two invoices were presented for advertising services (Messenger for \$1,200 and FPF for \$1,080).

16 *E. McGinley motioned to approve payment of advertising invoices. K. Millman seconded. Motion carried.*

17
18 *E. McGinley motioned to accept Treasurer’s Report. K. Millman seconded. Motion carried.*

19
20 K. Millman reported on Communications Subcommittee activity following their first meeting earlier in June. They will be
21 drafting a communications outreach plan. Their preference is to meet on Thursday.

22
23 D. Stanley reviewed the Tilson Feasibility Study for 8 communities in Lamoille County.

24
25 E. McGinley reported on the discussions during the Finance Committee meeting. Their role is to raise funding for the
26 planning and construction of the network. Initial focus is preconstruction financing and working closely with PMO.
27 Preconstruction financing will largely be grant based. The immediate task will be tracking the first funding coming to the
28 state.

29
30 B. Churchill reported that PMO met recently and identified main goals and objectives. Their first task is to review
31 feasibility study, begin discussion of business plan development and review the RFP and job description for broadband
32 manager/consultant.

33
34 NTIA broadband funds may be available to Vermont.

35
36 S. Kio reported a public records request was made in reference to trade secrets. Thus far, the NWCUD hasn’t had any
37 discussion of trade secrets and that was the response to the request.

38
39 D. Stanley asked how to get the messaging out about all the funding that is coming to the CUDs. S. Kio noted that he is
40 receiving those questions already from his Selectboard. FPF and social media is the way to get the word out. K. Millman
41 reported that he attended the VLCT webinar regarding ARPA funding and it wasn’t entirely clear how the funding will
42 unfold.

43
44 K. Millman noted that he doesn’t want the stipend amount for the Chair to go away without further exploration. It
45 should be added to the next agenda as well as subcommittee updates.

46 **Public Comment**

47 None.

48
49 **Adjourn**

50 *K. Millman motioned to adjourn. E. McGinley seconded. Motion carried.*

1

2 Meeting adjourned at 7:00 p.m.