

**Northwest Vermont Communications Union District  
Governing Board Special Meeting  
June 7, 2021, 4:00 p.m.  
Zoom Virtual Meeting**

**Attendance:** S. Kio, Chair (Enosburgh and Enosburg Falls Rep.), Mary Kay Raymond, Vice Chair (Fairfax Rep.), Dave Stanley (Fairfax Alt.), Brenda Churchill (Bakersfield Alt.), Ken Millman (Alburgh Town Rep.) Charen Fegard (Richford Rep.), JR Cox (Alburgh Village Rep.), Everett McGinley (Montgomery Rep.), Elizabeth Nance (Swanton Village and Town), Stu McGowan (Alburgh Alt.), Tara Wright (Georgia Alt.), and Emily Klofft (NRPC).

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

S. Kio called the meeting to order at 4:01 p.m. There were no adjustments to the agenda.

**RFQ for Open Access Consultant**

S. Kio reported that he and E. Klofft have discussed the best way to do this, and they believe that emailing potential consultants, as they have done for previous RFQs, is the best option. E. Klofft agreed and mentioned that to follow state guidelines on procurement it is necessary to email at least three. S. Kio noted they have identified at least two, which are My Fiber Communities and Great Works Internet. They have looked at other groups. Great Works Internet, doesn't offer consulting so they might need to be removed from the list. They need to be under contract before July 15, to fit the grant requirements.

E. Klofft reviewed the budget noting there is \$3,750 allotted for hiring a consultant and there is \$55,250 for hiring a broadband administrator. S. McGowan added that if an open access consultant has a recommendation for a broadband administrator, that should be considered because it would be good if they already work well together. S. Kio said that could be included in the RFQ. MK. Raymond asked if people do not respond, will there be follow up phone calls? S. Kio confirmed.

*E. McGinley motioned to approve the RFQ for open access consultant with a deadline of 10 days, S. McGowan seconded. The motion carried unanimously.*

**RFP for Broadband Administrator**

S. Kio reported that the draft RFP was adapted from NEK's, but it needs to be edited because the job will not include the role of district treasurer. He screen-shared the draft RFP for the group to edit. E. Klofft suggested that any questions respondents have should be added to one list, answered, and then sent out to all applicants and posted on the website so that everyone has the same information.

*MK Raymond motioned to approve the RFP. K. Millman seconded. Motion carried unanimously.*

**Approval of Release of Broadband Feasibility Study**

S. Kio reported he reviewed the documents for public release. The public document will be released without including the math and data on payback because it could be helpful to competitors. MK. Raymond agreed.

*D. Stanley motioned to recommend to NRPC the public release of the feasibility study. E. McGinley seconded. Motion carried unanimously.*

**Other Business**

No other business.

**Public Comment**

No public comment.

**Adjourn**

46 B. Churchill motioned to adjourn at 4:35 p.m. C. Fegard seconded. Motion carried unanimously.