

1 **Northwest Vermont Communications Union District**
2 **Governing Board Special Meeting**
3 **June 7, 2021, 4:00 p.m.**
4 **Zoom Virtual Meeting**
5

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

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

11 S. Kio called the meeting to order at 4:01 p.m. There were no adjustments to the agenda.
12

13 **RFQ for Open Access Consultant**

14 S. Kio reported that he and E. Klofft have discussed the best way to do this, and they believe that emailing
15 potential consultants, as they have done for previous RFQs, is the best option. E. Klofft agreed and mentioned
16 that to follow state guidelines on procurement it is necessary to email at least three. S. Kio noted they have
17 identified at least two, which are My Fiber Communities and Great Works Internet. They have looked at other
18 groups. Great Works Internet, doesn't offer consulting so they might need to be removed from the list. They
19 need to be under contract before July 15, to fit the grant requirements.
20

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

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

28 **RFP for Broadband Administrator**

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

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

34 **Approval of Release of Broadband Feasibility Study**

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

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

39 **Other Business**

40 No other business.
41

42 **Public Comment**

43 No public comment.
44

45 **Adjourn**

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