

1 **Northwest Vermont Communications Union District**
2 **Governing Board Meeting**
3 **June 10, 2021, 6:00 p.m.**
4 **Zoom Virtual Meeting**
5

6 **Attendance:** S. Kio, Chair (Enosburgh and Enosburg Falls), Mary Catherine (Isle La Motte) Ken Millman (Town of
7 Alburgh), Andy Julow (LCIEDC), Heather Jewett (Town of Bakersfield), Jake Jane (Town of Sheldon), Mary Kay
8 Raymond (Town of Fairfax), Emily Klofft (NRPC), Shaun Coleman (NRPC), Stu McGowan (Town of Alburgh)

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

10 S. Kio called the meeting to order at 6:06 p.m. K. Millman requested that Chair Stipend be added to agenda. S.
11 Kio requested that a discussion of meeting time be added to agenda. *J. Kane motioned to accept those changes.*
12 *K. Millman seconded. Motion carried.*
13

14 **Approval of Minutes**

15 *K. Millman motioned to approve minutes as written. J. Kane seconded. Motion carried.*
16

17 **Treasurer's Report- NRPC**

18 E. Klofft reported on the treasurer's report. \$49,099.56 in the People's Trust Bank Account, ending balance of
19 \$40,607.21. DPS Covid Planning Grant has \$23,174.65 left, VCF grant has \$24,820.92 left. Money from H.315
20 hasn't been sent yet. *J. Kane motioned to approve the Treasurer's Report. Seconded by M.K. Raymond. Motion*
21 *Carried.*
22

23 **Bookkeeper RFQ**

24 E. Klofft reviewed the RFQs for bookkeeper and consultant that Brenda Churchill developed. NWCUD discussed
25 which bookkeepers/CPAs could be contacted to provide a quote. This position will need to be under contract by
26 July 15th.
27

28 *K. Millman motioned to accept and send out the bookkeeper/CPA RFQ. J. Kane second. Motion carried.*
29

30 E. Klofft reviewed the RFQ for a broadband consultant. K. Millman suggested adding the language of open access
31 to the first sentence of the RFQ.
32

33 **Fiber Broadband Association**

34 S. Kio stated that it would be beneficial to be a part of the Fiber Broadband Association based on his prior
35 experience. There are networking and resources available for marketing. Cost is most likely \$1,165 annually.
36 M.K. Raymond asked if she could get certifications from website. S. Kio stated there were discounts available for
37 members along with an online resource library. S. Kio stated that it is also a national lobby. K. Millman said he
38 felt this would be valuable, and that he would use the communications resources. M.K. Raymond stated that she
39 would be happy to get certifications that would improve the CUD. K. Millman stated that that the networking
40 opportunities seemed promising.
41

42 *K. Millman motioned for the CUD to join the Fiber Broadband Association general membership at \$1,165 or less.*
43 *J. Kane seconded. Motion carried.*
44

45 **Sub-Committee Updates**

46 K. Millman provided an update from the Communications Subcommittee. They are working on a draft
47 communications plan. K. Millman stated that Board members should like and invite friends to the Facebook
48 Page.

49
50 H. Jewett stated that the Finance Subcommittee had not met.

51
52 J. Kane reported on PMO Subcommittee. RFQs were completed. The Board discussed the release of the
53 Feasibility Study.

54
55 **Meeting Schedule**

56 S. Kio stated that now that subcommittees are established, the CUD should set up a standard meeting schedule
57 of first Thursday CUD meetings, and subcommittee meetings on the other three Thursday's. There was
58 discussion over which subcommittee should have which time slot. M.K. Raymond stated that she was not able to
59 do end of the month. S. Kio stated that PMO could meet second Thursday of the month.

60
61 M.K. Raymond asked about the interviews for the RFP. S. Kio stated that those would likely be set up as special
62 meetings. H. Jewett asked that special meetings be held at a later time.

63
64 *K. Millman motioned to make the above meeting changes. M.K. Raymond seconded. Motion carried.*

65
66 **Member Updates**

67 M.K. Raymond stated that Fairfax has a new Town Manager.

68
69 **Other Business**

70 S. Kio stated that with the State of Emergency scheduled to end, the CUD will need a physical meeting location.
71 NRPC can act as physical location. S. Coleman stated that he can staff the NRPC conference room for the
72 meeting. S. Kio stated that meetings will likely always be hybrid.

73
74 The Board discussed Starlink. It can provide good download speeds, but fiber will be the long-term solution.
75 Those in more wooded areas have challenges with connection, those with clear lines of sight are experiencing
76 minimal downtime.

77
78 **Public Comment**

79 No public comment.

80
81 **Adjourn**

82 *H. Jewett motioned to adjourn at 6:53 p.m. S. McGowan seconded. Motion carried.*