

1 **Northwest Communications Union District**  
2 **Governing Board Special Meeting**  
3 **October 20, 2021, 6:00 PM**  
4 **Physical Location: NRPC, 75 Fairfield St, St. Albans, VT**  
5 **Or Remotely via Zoom**  
6

7 **Attendance:** J.R. Cox (Alburgh Village), Heather Jewett (Bakersfield), Emily Grims (Berkshire), Ron  
8 Bocash (Fairfield), Jake Kane (Sheldon), Shaun Coleman (NRPC), Amber Baker (Georgia), Dave Stanley  
9 (Fairfax), Sean Kio (ED), Brenda Churchill (Bakersfield), Stu McGowan (Alburgh Town), Ken Millman  
10 (Alburgh Town), Everett McGinley (Montgomery), Mary Kay Raymond (Fairfax), Elisabeth Nance  
11 (Swanton Town) and David Jescavage (Swanton Town).  
12

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

14 Chair E. McGinley called the meeting to order at 6:03 PM. No adjustments made. Roll call followed.  
15

16 **Executive Director Authorizations**

17 E. McGinley reviewed the proposed authorizations and authorities that were previously drafted and  
18 submitted to Board for their consideration. Included was giving the Executive Director the authority to  
19 make individual approved budgeted expenditures of up to \$10,000. Non-budgeted expenses in excess  
20 of \$1,000 outside of normal operations will require Board approval of the Governing Board. Governing  
21 Board will also need to approve budgeted expenditures in excess of \$10,000 and the entry into  
22 contracts which commit the NWCUD to expenditures or potential expenditures in excess of \$10,000 or  
23 which obligate the NWCUD to material, exclusive, or restrictive business relationship.  
24

25 *M.K. Raymond motioned to approve the Delegation of Authority. B. Churchill seconded. Motion*  
26 *carried.*  
27

28 **Budget Requirements (30 V.S.A. § 3075)**

29 S. Coleman read the statutory requirements and process for CUDs to adopt an annual by December 15<sup>th</sup>  
30 of each year. The process begins with the board approving an annual budget and report by October 21<sup>st</sup>.  
31 which will be distributed to municipal boards for review and comment. A public hearing on budget must  
32 be held prior to November 15<sup>th</sup>. Tonight starts the process.  
33

34 S. Kio reviewed the proposed draft budget that was prepared and distributed earlier to board members.  
35 The fiscal year of the CUD is the calendar year by statute. Essentially, the budget was modeled using  
36 comparative figures to other CUDs and then scaled to meet our district size. The 2022 budget included  
37 2021 actuals and 2021 estimates. Revenues include pre and post construction grants as well as carry-  
38 overs from this year. Expenditures include permitting, pole surveys, design & engineering, staff,  
39 technology and other operational equipment. Net income is negative but will be covered by loan.  
40

41 A Baker asked how the CUD is accounting for the interest payment for the loan. S. Kio explained it is  
42 accounted for in the debt service line item of budget.  
43

44 E. McGinley noted these are preliminary estimates because we don't have a business plan complete but  
45 there is a good rationale behind the budget. They are defensible estimates.  
46

1 M.K. Raymond added from the network side that the numbers are solid for what we can do next year for  
2 what we are anticipating.

3  
4 E. McGinley asked if anyone had other questions. There were none.

5  
6 *B. Churchill motioned to approve the proposed annual budget as presented. M.K. Raymond seconded.*  
7 *Motion carried. One abstained.*

8  
9 **Public Comment**

10 None.

11  
12 **Adjournment**

13 *MK Raymond motioned to adjourn. J. Kane seconded. Motion carried unanimously.*

14  
15 Meeting adjourned at 6:21 PM.