

Northwest Communications Union District

Governing Board Special Meeting

September 2, 2021, 6:00 PM

Physical Location: NRPC Conference Room, 75 Fairfield Street, St. Albans, VT

Or Remotely via Zoom

Attendance: Ken Millman (Alburgh Town), Stu McGowan (Alburgh Town), J.R. Cox (Village of Alburgh), Jake Kane (Sheldon), Dave Stanley (Fairfax), Sean Kio (Enosburgh, Enosburg Falls), Brenda Churchill (Bakersfield), Everett McGinley (Montgomery), Dean Pierce (NRPC)

Call to Order and Adjustments to the Agenda

S. Kio called the meeting to order at 6:06 PM. There were no adjustments to the agenda.

Approval of Minutes

K. Millman motioned to approve minutes, J. Kane seconded. Motion passed unanimously.

VCBB & VCUDA Update

S. Kio reported that VCUDA cancelled its meeting. The VCBB discussed staffing up the organization, there will be a larger discussion on network design on the 15th.

Executive Director Position Description

E. McGinley reviewed the executive director position description which PMO discussed. S. Kio stated that the next step would be to post the position and attempt to find interested applicants

E. McGinley motioned to accept the position description as written, B. Churchill seconded. Motion carried unanimously.

S. Kio stated that it appeared that the CUD would need to move forward with becoming an employer, municipalities and NRPC had some concerns about the optics of hiring the position through a municipal services contract. E. McGinley stated that with Cold Hollow to Canada, they were able to have an employee without payroll services. E. McGinley stated that he believed that NRPC acting as the provider of benefits in the beginning could reduce the lead time on hiring.

S. Kio reviewed the potential cost of salary and benefits to the executive director position. The Board discussed the range of potential costs. K. Millman stated that VLCT will allow CUDs to become a member. S. McGowan asked what the worst case scenario of not being able to hire an executive director is. S. Kio stated that the CUD would continue to search, NWCUD has received names of individuals who applied to other similar positions.

RISI Third-Party Review Update

S. Kio provided an update on the RISI third-party review of the feasibility study, it has been delivered to the state. Once the study is approved, the CUD will have to determine next steps. The CUD could decide to select one of the other firms that bid on the original RFP to complete the business plan, or the CUD could conduct an RFQ process.

Sub-Committee Updates

S. Kio updated the Board on PMO. PMO met and reviewed the executive director position. S. McGowan stated that Finance met, and there is a summary of the goals of the subcommittee. S. Kio stated that once the executive director position is filled, there will be more issues for the finance committee to address.

K. Millman reported on the progress of the Communications Subcommittee. D. Stanley is working on reaching out to mid-/large employers whose employees may be working remotely. There is a plan to move forward with roundtable seminar. There will be some more formal advertising to generate interest in the CUD.

The Board discussed moving PMO to the 5th Thursday.

Member Updates

K. Millman stated that Matrix is launching a pre-subscription website for its Alburgh project. Reactions among Alburgh residents have been mixed.

Other Business

No other business.

Public Comment

No public comment.

Adjournment

D. Stanley motioned to adjourn, J. Kane seconded. Motion passed unanimously. Meeting adjourned at 6:46 PM.