

1 **Northwest Communications Union District**  
2 **Executive Committee Regular Meeting**  
3 **May 22, 2024, at 10:00am**  
4 **Virtual Meeting**  
5

6 **Attendance**

7 Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk) Brad Lewis (Business and Finance  
8 Manager, Treasurer), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Ken  
9 Millman (Alburgh, Member at Large), Brenda Churchill (Bakersfield, Member at Large)

10  
11 **Call to Order, Roll Call, Adjustments to Agenda**

12 Chair Z. Burdick called the meeting to order at 10:03am, a roll call was conducted, and a quorum  
13 was present to conduct business. There were no adjustments to the agenda.  
14

15 **Public Comment**

16 Kerem Durdag, Tom Cecere and Matt Brown from GWI were present, however no public comment.  
17

18 **Approval of Minutes 05/08/24**

19 *Z. Burdick motioned to approve 05/08/24 minutes. K. Millman seconded. B. Churchill abstained.*  
20 *Motion carried.*  
21

22 **Operational Update (executive session)**

23 Z. Burdick explained that this executive session we would like to have GWI staff wait in the waiting  
24 room as this is our first internal review of the ARPA grant amongst the Executive Committee.  
25

26 *Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Operational*  
27 *Update details whereas premature general public knowledge regarding the related Operational*  
28 *Update details would clearly place the public body, or a person involved at a substantial*  
29 *disadvantage. B. Churchill seconded. Motion carried.*  
30

31 Z. Burdick reported that the group had a discussion regarding Operational Updates but noted that  
32 no action was taken in Executive Session other than to end Executive Session.  
33

34 **Other Business**

35 M. K. Raymond stated that at VCUDA meetings, the Chair has the voting right and staff are unable  
36 to vote. She asked the committee if she could be assigned as the alternate to vote on behalf of  
37 NWFx. She stated that she would report back to the board with any action taken in these meetings.  
38

39 Z. Burdick supported this decision, he stated that he had previously discussed any concerns with  
40 M. K. Raymond regarding voting. He stated that it is logical to have her vote since she has been in  
41 the meetings for a long time. C. Ainsworth agreed and stated that M. K. Raymond will need to use  
42 her judgment when voting might not be appropriate for our CUD. K. Millman agreed, and M. K.  
43 Raymond stated she understood and agreed as well.  
44

45 *Z. Burdick motioned for Mary Kay Raymond to be the alternate voting representative with VCUDA.*  
46 *C. Ainsworth seconded. Motion carried.*  
47

48 Z. Burdick suggested that we hire out a block of consulting hours for a consultant to perform an  
49 audit on our office 365. He knows a local company that could provide this service.

50

51 T. Cecere from GWI offered to send M. K. Raymond the contact information for the EC Fiber  
52 secretary, who has his own IT company, as he might be able to provide this service as well.

53

54 C. Ainsworth stated that the Town of Fairfield uses Bouchard Home and Office Repairs out of  
55 Sheldon Vermont.

56

57 The committee agreed that conducting the audit would be beneficial. Z. Burdick will reach out to  
58 these consultants for quotes.

59

60 B. Lewis stated that before Sean left, he was trying to engage NRPC to provide back-up support  
61 services for staff. The agreement was never signed by NRPC.

62

63 A brief discussion took place regarding contingency plans for staff, and NWFY will need to further  
64 look into the NRPC agreement.

65

66 **Adjourn**

67 *Z. Burdick motioned to adjourn. K. Millman seconded. Motion carried.*

68

69 Meeting adjourned at 10:56am.

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