

1 **Northwest Vermont Communications Union District**  
2 **Project Management and Operations Sub Committee**  
3 **June 8, 2021, 6:00 p.m.**  
4 **Zoom Virtual Meeting**  
5

6 **Attendance:** Brenda Churchill, Chair (Bakersfield Alt.), Sean Kio (Enosburgh & Enosburg Falls Rep.), Jake  
7 Kane (Sheldon Rep.), Everett McGinley (Montgomery Rep.), and Emily Klofft (NRPC).

8  
9 **Call to Order**

10 The meeting is called to order at 6:03 p.m.

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12 **Adjustments to the Agenda**

13 E. Klofft stated that the approval of the feasibility study happened the night before, so that can be  
14 removed from the agenda.

15  
16 **Approval of Minutes**

17 Approval of minutes was tabled.

18  
19 **Review of Feasibility Study**

20 S. Kio reported that at the last special meeting, the PMO sub-committee made a recommendation to  
21 NRPC to approve the public release of the public version of the feasibility study. Emily noted that Shaun  
22 was going to talk to DPS today but she has not had a chance to check in with him about it.

23  
24 **Discussion of Programs Funded by H.315**

25 S. Kio stated that the RFP for District Administrator is published and posted to the website and possibly  
26 Facebook. E. Klofft added that she sent it to the Municipal Fiber website, and is trying to post it on the  
27 state bid website, but they need approval first. S. Kio suggested that a draft RFQ be written up before  
28 the next meeting so it can be sent out to a select group of people that had been previously identified.  
29 The group agreed to work on this.

30  
31 S. Kio reported that an RFQ for bookkeeper needs to be written. He spoke with a couple businesses and  
32 individuals that might be interested, but the group needs to write an email. E. McGinley asked if the  
33 Finance Subcommittee should look at this, but S. Kio explained that they won't be meeting for a while  
34 and this needs to be under contract by July 15<sup>th</sup>. The group agreed to set a timeline of 10 days after  
35 posting for fielding responses.

36  
37 E. McGinley mentioned that a future agenda item needs to be the development of an overall project  
38 plan with phasing, time scale, and a rough financial profile. The Finance and PMO Sub-Committees will  
39 both need this. S. Kio agreed noting it has been done a little but it was very generic. J. Kane added that  
40 it was very cut and paste and did not necessarily take important factors into account, which raised some  
41 questions about the accuracy of it.

42 **Other Business**

43 No additional business.

44

1 **Public Comment**

2 No public comment.

3

4 **Adjournment**

5 *J. Kane motioned to adjourn at 6:20 p.m. E. McGinley seconded. The motion carried unanimously.*