



September 13, 2023 – 5:00 PM

Executive Committee Meeting Minutes

Video call link: <http://meet.google.com/dsx-okxj-foe>

OTTER CREEK CUD EXECUTIVE COMMITTEE MEMBERS			
Town	Name	Term Ends	Present/Absent
Shrewsbury	Laura Black, Chair	2024	Present
Mendon	Larry Courcelle, Vice Chair	2024	Present *
Benson	John Hill	2026	Present *
Sudbury	Mike Small	2025	Absent
Brandon	Peter Werner	2024	Present
Hubbardton	Chris Custer	2024	Present
Wells	Eleanor Jones, Secretary/Clerk	2024	Present
	Jackie Savela, Treasurer	2024	Present

Other attendees: Caleb Boone – Vantage Point

1. Call to order - Start recording the meeting: Start transcription 5:04PM.
2. Approval of agenda: Motion by Peter, second by Eleanor. Motion passed.
3. Approval of previous meeting minutes - 8/9: Motion by Eleanor, second by Chris. Motion passed. Previous meeting minutes - 9/2: Motion by Chris, second by Larry. Motion passed.
4. Construction Grant Application updates (Chair): Construction grant was awarded at Sept. 11 VCBB meeting on condition Occud agree to accountability policies in the future and that the contract be signed.  
 Laura also talked with VCBB staff about the issue of addresses in our *out of territory* area (Consolidated's *out of territory* area). In discussion with VCBB staff , both Occud and VCBB agreed to a need to look at those *out of territory* addresses. Occud would need from VCBB staff an updated list of addresses. Consolidated also has knowledge of this agreement regarding *out of territory* addresses. Laura confirmed with Christine Hallquist (VCBB) that work is still required for *out of territory* addresses. VCBB will continue to work with Occud to resolve that issue. Laura says we need a statement of exactly what we are doing and questions whether that statement needs to be put into our contract with Consolidated.
5. Annual Report and 2024 Budget (Chair and Vantage Point): Caleb drafted the Annual Report and the statute says the Annual Report and Budget needs to be provided to municipal legislatures of every town by October 15. Laura suggested that number of locations be specified as greater than 2000 in the report. Laura would like to contact Select Boards and include a cover letter that will list the towns that will be built next year. She will contact West Haven and ask for a meeting to let them know about the

build out for their town. Laura urges Occud members to contact the Select Board in their town and discuss the build out; she will also discuss this at the full board meeting. There was discussion about the budget and why we need a Project Manager and an Executive Director. Laura suggested that once the Executive Director is hired, that person may decide that other resources should be reallocated. Laura will ask the full board how the report should be disseminated – mail or email. Laura will include build phase in cover letter.

Although this item is not exactly relevant to the Annual Report and Budget, Laura remembered and brought up the fact that during the VCBB Board meeting, the board once again emphasized that our CUD is not financially sustainable; we have no revenue. Laura says that Occud does need to figure out how to maintain a presence that is able to keep our partner, CCI, accountable. Basically, Occud really needs to figure out how that happens and Laura thinks that is the job of the executive director. Occud needs to submit a plan before BEAD funding (maybe one year from now).

6. 2023 Financial statement: Laura suggests that we use the financial statement to date for the 2023 Financial Statement to be submitted to municipalities. A staff member asked Laura what Occud has as a policy for compiling/disseminating reports.
7. General updates (Chair)
  - a. Draft RFP for exec director - collaborate with Lamoille.: The board chair of Lamoille asked Laura to coordinate wording of RFP draft to describe the sharing of the Executive Director resource between Occud and Lamoille CUDs. Caleb prepared a draft of this RFP and Laura wants to get working on this RFP.
  - b. IT-Admin Committee on Website updates, access, : Laura says the website needs to be updated. It should reflect that Occud boards are a small volunteer group. The website could be simplified and broken links deleted or repaired. Laura believes Occud doesn't need anymore information regarding 25/3 addresses, so we won't need to have a webpage for that purpose. Group6 is the designer and host of the Occud website (occud.org). Group6 gave us a quote for services for updates and an ongoing contract. Laura welcomes input from Occud members regarding the website.
8. VCUDA update (VCUDA Rep): VCUDA met Sept. 5 and meets again Sept. 19. Gigi Sohn (Executive Director of the American Association for Public Broadband) made a presentation promoting community broadband. She discussed the Letter of Credit. The Legislative and Policy Committee is looking at the 2024 legislative agenda. The Finance Committee is close to recommending a financial expert for VCUDA and the Make Ready committee MOU with Green Mountain Power is almost ready.
9. VCBB update (Chair): Other items covered at Sept. 11 meeting were BEAD funding and VCBB staff want to do a press conference on the recent grants. Rob asked Laura to go to Lamoille county for the press conference and it will be held either Thursday Sept. 21 or the following Tuesday. Laura will prepare a few words.
10. Grants reports (Vantage Point): None

11. Financials (Treasurer) – Warrant: Motion to approve warrant amount \$23,727.66 by Larry, second by Chris. Motion passed.
12. Other Business: Comcast did a web presentation for their broadband offerings and also noted the Affordability Connectivity Program.
13. Next meeting: Oct 11 @5:00pm.
14. Adjournment: Motion by Peter, second by John. Motion passed. Adjournment at 5:49 pm.

\* joined after call to order

Google Meet joining info:

Video call link: <http://meet.google.com/dsx-okxj-foe>

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