



Otter Creek communications union district

January 17, 2024 – 5:00 PM

<https://meet.google.com/iwi-guxi-unz>

Governing Board Meeting Minutes

Otter Creek Cud Governing Board Representatives & Alternates:					
TOWN	REP NAME / ALT NAME	P/A	TOWN	REP NAME / ALT NAME	P/A
Benson	Steve Murray	A	Pittsford	David Atherton	A
Brandon	Peter Werner / Bill Moore	P	Poultney	Mark Teetor / Terry Williams	P
Castleton	Tim Munks	P	Rutland Town	<i>No Appointment Received</i>	
Chittenden	Andrew Quint	P	Rutland City	Alex Adams	A
Fair Haven	Tracy Richards	A	Shrewsbury	Laura Black , Chair / Alan Shelvey	P
Goshen	Tyler Davidson-Toman	A	Sudbury	Mike Small	P
Hubbardton	Chris Custer	P	Wells	Eleanor Jones , Secretary / Sharon Corey	P
Mendon	Larry Courcelle, Vice Chair	P	West Haven	Jennifer Book / Kerry Ellis	A
Pawlet	Jessica Van Oort	P	West Rutland	<i>No Appointment Received</i>	
Jackie Savela, OCCUD Treasurer		A			

Other attendees: Caleb Boone - Vantage Point, Heidi Mahoney - GNS

1. Roll call, confirm quorum: Quorum confirmed.
2. Call to order - Start recording the meeting: Meeting started 5:30 pm.
3. Approval of agenda: Motion by Chris, second by Andrew, motion passed.
4. Public input (limited to 3 minutes per presenter): None.
5. Approval of previous minutes - 12/20/23.: Motion to approve minutes by Mark, second by Tim, motion passed.
6. Updates on GNS agreements*:
 - Reviw of Non-Disclosure Agreements with GNS. :
 - Update on Network Construction/Operation Agreement with GNS. : Laura received the draft today from Occud attorney and has not had time to look at it. Laura will try to get the draft to GNS tomorrow.
 - Update on GNS schedule :
7. Updates on CCI agreements*:

Motion to go to executive session (5:33 pm) by Mark, second by Tim, motion passed.

- Reviw of Non-Disclosure Agreements with CCI. :
- Update on VCBG Grant Agreement and Contract with CCI. :
- Update on CCI schedule

Left executive session @5:39.

8. OCCUD operations and planning:
 - CUD Operations:

We are only meeting virtually.

By Video <https://meet.google.com/iwi-guxi-unz>

By Phone: tel:+1-417-685-1176 PIN:545521485

- Update on Exec. Director search. : Laura said we could hire a consultant to review the RFP as well as find the right places to post the RFP to reach the right candidates. Laura reached out to Executive Directors of other CUDs for suggestions on where to post RFP and did talk to Jennille Smith (CVFiber). Her RFP was on LinkedIn. OCCUD may need to spend \$1000 or so. Laura also posted it at CommonGoodVermont. Laura would love to have others involved in this selection process.
 - Update on website – (town photos). : OCCUD has hired RCBrayshaw to rebuild website and have had a meeting. Chris says RCBrayshaw is good from a technical perspective as well as marketing. Chris says they should be able to support Wordpress just fine.
 - Occud.org emails – for officers. : Emails now exist for Chair, Vice chair, Treasurer and Clerk @occud.org.
 - 2024 – Re-appointments, Bylaw updates, Tracking CCI progress, Tracking GNS progress, Sustainability, Exec Director hire.: Re-appointments are coming up. Occud will need Bylaw updates and methods to track CCI and GNS progress. There is a new group forming to deal with sustainability and will meet on Jan 23.
9. Financials (Treasurer) - :
- Review Warrant dated/approved 01/10/2024. : This warrant was approved at Exec. Board Meeting - \$10442.00
 - Motion to approve Warrant dated 01/17/202. : Motion to approve warrant for \$5210.00 by Andrew, second Mark, motion passed.
 - Motion to allow Chair to approve January 2024 invoice from CCI for 20% upfront grant payment, per Contract and Grant Agreement. Motion to allow Chair to approve invoice/warrant from CCI not to exceed 20% of construction grant in January by Eleanor, second by Mark , motion passed.
10. Grant Reports for December (Vantage Point). : The two warrants from tonight will be sent to VCBB. The CCI warrant will be sent separately. Most months will be one batch of warrants to VCBB for reimbursement. The Dec. monthly report was submitted on Jan. 15 and the quarterly report was submitted by Jan 16.
11. VCUDA update (VCUDA Rep). : Met Jan 9. Topics included Make Ready and Right of Way, GMP buried cable. Legislative day is Jan.31. Legislative day meetings will include BEAD, Finance Committee best practices, Digital Equity Stakeholders meeting and more.
12. VCBB update (Chair) : Jan. 8 meeting was the meeting where the OCCUD construction grant agreement update was presented. Annual report is tabled until February. A video (titled 'Connected') is being put together to show how Vermont CUD project has come about. Discussion about folks who are not at all connected to the internet. Discussion of ACP and funding. Policies are being worked on. Laura sent a write-up to VCUDA for Legislative day.
13. Other Business :
14. Set Next Meeting – February 21, 2024.
15. Adjournment. : Motion to adjourn by Larry, second by Chris. Motion passed. Adjourned @6:03 pm.

* Executive Session - due to finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage, per 1 V.S.A. § 313 (1) (A).