



February 14, 2024 – 5:00 PM

**Executive Committee Meeting Minutes**

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

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

Lawyer – Leslie Cadwell

1. Call to order - Start recording the meeting: Recording started @5:03PM.
2. Approval of agenda – Agenda for 1/10/24: Date of agenda needs to be changed from 1/10/23 to 1/10/24 . Motion to approve agenda after date change by Larry, second by Chris. Motion passed.
3. Approval of previous meeting minutes – 1/10/24: Larry motions to pass minutes after the date of minutes is changed from 1/10/23 to 1/10/24 . Second by Chris. Motion passed.
4. Chair Report: Contract and Construction Grant Agreement updates. Universal Service Plan Report Update (post on website, send to town selectboards, other). 2024 Task list, exec director search, – Laura states that contract with Consolidated(CCI) is signed. CCI will submit an invoice for first payment per grant agreement. Grant agreement is not signed but may be signed this week or next. CCI will provide a detailed report of plans for construction. VCBB will get back to Occud on Friday after recent markups. GoNetSpeed(GNS) agreement is moving along. GNS will provide Occud with a corrected map of their territory for Occud CUD and an updated/finished address list. GNS is challenging a dozen addresses in their territory that have been covered by CCI. Mike asked when agreement with GNS would be signed. Laura and Leslie think that it will happen Friday. Mike asks if agreement, maps and address lists will be available on a shared drive. Laura says yes and please remind her. The Universal Service Plan report update is still being worked and is pending for the aforementioned agreements.

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

Executive Director RFP has been posted in a couple of places and Laura has spoken to a couple of HR consultants. They say that because the position is part time, temporary and specialized work, it may be difficult to fill. The consultants suggest a breakdown of tasks for the position. Perhaps folks could be hired for specific tasks. Perhaps Vantage Point could be used for tasks related to financial reporting and other financial requirements and procedures and more. See Occud Task List.

5. Website committee report. – Laura, Chris and Mike meeting with RC Brayshaw tomorrow regarding questions about the maps. Mike is working on maps. Group 6 has released the domain name (occud.org for transfer).
6. Financials (Treasurer/VP) Report – Warrant, Credit Card update on Google account, large check deposit-withdrawal, – VCBB has not sent a check; it should arrive next week (5 weeks). Laura would like to see the documentation for the financial process with VCBB; Leslie may help with that.
7. Review Agenda Items for upcoming Governing Board meetings: Chair Report, Financial report, 2024 Tasks, CCI Vermont rep visit (Town contacts for CCI construction), (Town contacts for GNS construction), new OCCUD representatives, – Laura would like more board members to volunteer with Occud tasks. CCI rep. will visit board meeting and wants to get contact information for each town. GoNetSpeed will do the same thing.
8. VCUDA update (VCUDA Rep) – Larry and Laura attended Legislative Day. Laura discussed broadband providers and Occuds efforts to implement broadband with Joe Giordano. Vermont Digital Equity Plan is moving forward and is submitted. Although ACP is gone, CCI will continue to provide some discounts to customers.
9. VCBB update (Chair) – Discussed Digital Equity Plan, policies, keys performance indicators and accountability of CCI.
10. Other Business – None
11. Next meeting Mar 13, 2024
12. Adjournment – Motion to adjourn by Peter, second by Larry. Motion passed @6:04 PM.

Google Meet joining info:

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

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