



April 10, 2024 – 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	P
Mendon	Larry Courcelle, Vice Chair	2024	P
Benson	Steve Murray	2026	P
Sudbury	Mike Small	2025	P
Brandon	Peter Werner	2024	A
Hubbardton	Chris Custer	2024	P
Wells	Eleanor Jones, Secretary/Clerk	2024	P
	Jackie Savela, Treasurer	2024	P

Other attendees: Caleb Boone - Vantage Point

1. Call to order - Start recording the meeting - Started at 5:02pm.
2. Approval of agenda - Motion to approve agenda by Chris. Second by Larry. Motion passed.
3. Approval of previous meeting minutes 3/13/24 - Motion to approve agenda by Chris, second by Steve. Motion passed.
4. Chair Report on OCCUD business: Executive Director search report-propose hiring consultant. GNS-update. CCI-update. Bylaws update. - Regarding proposal to hire Exec. Director – One proposal came from HR Happens, Vantage Point said no thanks and other consultant did not respond and Laura talked to yet another person. HR Happens suggests that tasks be divided up and persons be hired for specific tasks. Laura would like to hire HR Happens and would like to have the governing board vote on that proposal. The main job of HR Happens will be Sustainability Plan.
Motion for executive session* made by Eleanor, second by Chris. Motion passed @ 5:09 pm. Executive session ended @5:40pm.
HR Happens hours will be capped at 20 hours.
Eleanor asked how other CUDs who are similar to Occud (Southern Vt and Lamoille) will fund themselves when grant money runs out. The other two CUDs don't have that answer yet. Laura says, and Chris concurs, that Occud needs a new or modified business plan that defines who and what the CUD is. Chris mentioned that some fiber won't be owned by either vendor. Mike made a motion to move the HR Happens proposal to the governing board for a vote. Second by Chris. Motion passed.

* 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).

GNS has a new report on Occud drive regarding build dates. Meetings with GNS have been moved to 2nd Thursday of month at 3:00 – 3:30 pm. CCI meeting happens 2nd and 4th Thursday at 4:00 pm. Mike would like to join the GNS meeting. Reminder that all towns need to provide contact information to CCI for build. GNS will be reaching out to towns after May for contact information. Occud reappointments are due at the end of the month.

5. Chair Report on Vermont State items. CCI Sale; H.199; 10 Year Telecom Plan; Digital Equity Plan; - CCI sale is still in process. One lawyer is covering the sale for several CUDs and says he will have to step down if there is a conflict.

House bill H.199 is not just about CUD mergers, it also addresses requirements about annual meeting date in May and another bill may disallow virtual meetings that are solely virtual.

Rob Vietzke made many comments on the Vermont 10-Year Telecommunications plan. Federal grants will be available for Digital Equity.

6. Website committee report. - Chris says Michael will have an update for the mobile response and contact page later this week. Chris verified content made it to Michael from Laura. Michael will be working on content pages as well. Chris gave him credentials for the current website so files can be transferred to the new website. Laura comments that website build billing needs to come in at amount stated in contract.
7. Warrant and Financials (Treasurer) - Jackie expects Vantage Point invoice tomorrow, so that is not included in this warrant. Larry made a motion to pay warrant dated April 10, 2024 in the amount \$9988.98. Second by Steve. Motion passed.
8. Financial Procedures Policy draft (Vantage Point) - Caleb states that the policies establish guidelines and protocols for managing financial activities, ensure accountability and maintenance of accurate records and compliance with regulatory requirements. It should help facilitate member roll changes and responsibilities in the CUD. Topics include grant reporting pre-construction and construction, closeout reports, report submission, banking information, signers, invoices and warrants, submitting for reimbursement, paying invoices, identifies accounting firm responsibilities and also the audit process.
9. Pre-Const Grant (H360) and Const Grant report (Vantage Point) - Preconstruction grant report is due April 15. The first construction quarterly grant will be due about the same time. Caleb has been working with CCI to enter report data on the portal.
10. Review Agenda Items for upcoming Governing Board meeting: Chair Report(see above), Financial report, Proposal to hire consultant for 2024 Task assistance. Town contacts for CCI construction.
 - a) Plan for Tue May 7 Organizational Meeting – Re-Appointments due by last Monday in April. Vote executive positions whose terms are up. Adopt Bylaws Updates. Adopt Financial Procedures Policy. - Laura and Caleb have amendments to Bylaws that relate to the Financial Procedures Policy. Bylaws will have to be adopted at governing board meeting if they are to be in place for the annual meeting.

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11. VCUDA update (VCUDA Rep) – Activities include H.199 legislative changes, Digital Equity, the 10-Year Telecom plan and BEAD discussions. Some ISPs are having trouble porting telephone numbers. Please let Laura know if members would like to be added to VCUDA meeting notifications. VCUDA meetings are Friday or Tuesday @9:00 am.
12. VCBB update (Chair) - Discussion of legislation, telecom plan and internal accounting. ARPA funds must be allocated this year and spent before end of next year. GNS will need money for 10 addresses and the ARPA funds request needs to be made by Sept. 30.
13. Other Business - Steve brought up construction oversight. Laura suggests Occud start a committee and contact CUDs (Southern Vt) to inquire about construction oversight during their build. Laura invites members to join her and Steve in the research. Steve says the broadband build is starting in Benson (GNS) and he questions the height of a fiber support strand at a road crossing. He thought it was below 15'. Laura says Steve should contact GNS either as a private citizen or as Occud representative and discuss the issue. Laura does not know the limits of Occud responsibilities for oversight.
14. Next meeting May 8, 2024
15. Adjournment - Motion to adjourn by Larry. Second by Steve @18:21 pm.

Google Meet joining info:

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

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