



January 8, 2025 – 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	2025	P
Mendon	Larry Courcelle, Vice Chair	2025	P
Benson	Steve Murray	2026	P
Sudbury	Mike Small	2025	P
Brandon	Peter Werner	2025	P
Hubbardton	Chris Custer	2025	P
Castleton	Leslie Cadwell	2025	P
	Jackie Savela, Treasurer	2025	P

Also attending: Caleb Boone, Vantage Point

1. *Call to order.* Chair Started recording the meeting at 5:02pm.
2. *Approval of agenda.* Motion by Peter, second by Leslie. Approved unanimously.
3. *Approval of previous meeting minutes – 12/11/24, 12/18/24.* Motion by Leslie, second by Peter. Approved unanimously.
4. *Chair Report on OCCUD business:*
 - a. *CUD-Triad Sustainability Committee.* No news as this committee hasn't met recently.
 - b. *RFP for Single Audit.* Chair reported that three CPS have been contacted by phone and RFP was sent to all three. One proposal received so far.
 - c. *Proposed services by RRPC in 2025/26.* Laura and Larry met with Devon Neary, executive director of Rutland Regional Planning Commission (RRPC) to discuss a relationship where RRPC would provide some services and support to OCCUD in exchange for financial support for those services. RRPC will hold the physical meeting location starting with the Jan 15 Governing Board meeting. The virtual meeting will be held over Teams (on RRPC's account). An office hour will be scheduled for members to test for technical connection issues. Other services discussed were OCCUD's physical address, mailing address, and financial(treasurer) support. Devon noted that RRPC provides such services for another organization in Rutland County and this arrangement would be similar. Devon will have RRPC's legal counsel draft an MOU to formalize the agreement. Discussion included – Leslie recommends that I contact OCCUD's legal counsel to alert them of this MOU ahead of requesting that they review it. Laura will do so. All agreed that the Governing Board should be asked at the Jan 15th meeting to approve a motion to move forward with the agreement for services from RRPC.
 - d. *OCCUD Member Towns, Representatives' attendance, 2025 appointments.* Laura sent out emails to the seven representatives who have been absent from Governing Board meetings often and/or in the past several months. Representatives were asked to respond by Jan 8 as to their intent to continue to represent their town. One response had been received prior to this



meeting. Laura will have to follow-up by contacting the Town's selectboard (and Rutland City's Alderman). An alternative to participating on the Governing Board would be for the town/city to withdraw from the OCCUD. Laura stressed that the lack of participation of so many representatives risks the OCCUD's ability to operate.

- e. *OCCUD Member certificate design.* Laura and Larry have not made any progress yet.
- f. *(Added) Meeting with Rutland Regional Planning Commission on services.* Not needed, see above.
- g. *Planning for 2025 – Frequency of Gov Bd meetings, propose Annual Organizational Mtg to be April 16, Frequency of Exec Comm mtgs, pre-approve invoices, physical meeting locations, other. Present regular/reoccurring invoices/costs.* Chair presented a proposed Schedule showing how we could move toward both the Governing Board and the Exec Committee meeting quarterly. The Exec Committee will need to meet monthly until an agreement with RRPC for financial services is approved. The quarterly meeting schedule is based on the Annual Organizational Meeting being held in May due to the statutory requirement for appointments to be received annually at end of April.
- h. *Bylaw amendment and Financial Procedure Policy amendment.* The Chair had sent out preliminary Bylaw and Financial Procedures Policy amendments prior to the discussions with RRPC. Both the Bylaws and the Financial Procedures Policy will need to be amended to allow RRPC to take over some of the treasurer duties. The intent is to free up our volunteer treasurer who has been serving since 2020. Jackie suggested what the process could include and the language to describe it. Laura will work with Jackie to develop draft language describing a financial procedure which would include required oversight by the Executive Committee and/or the Governing Board. Laura will also plan to schedule a meeting with RRPC to include Jackie. Laura shared a spreadsheet file showing the OCCUD monthly (regularly reoccurring) costs. Jackie suggested a couple additions and Laura made the changes.

5. *Report on partner-providers:*

GNS-update. No news. Construction is complete. Steve had notified Laura of a Rutland Town residence who CCI seemed to have left without a plan for service connection. Laura had reached out to our CCI rep and the service was then completed; Steve confirmed.

CCI-update. Chair reported that the GNS representative says that the construction of the infrastructure is complete in all GNS-OCCUD areas. However, Chris said that the install crew that came to his residence did not install service and did not provide a plan to do so. As this does not follow the previous conversations with the GNS rep, Laura said that she would contact the GNS rep immediately first thing on Jan 9.

Mike reminded us that our job is not complete with only confirming that the fiber network infrastructure is complete. We have an obligation to make sure that customers are being connected to the service they request on a timely basis.

- 6. *Warrant and Financials (Treasurer).* Warrant dated Jan 10, 2025 was presented. Motion to approve Warrant dated Jan10, 2025 was made by Chris, second by Leslie. Approved unanimously.
- 7. *Grant reports (Vantage Point).* Caleb reported that on 1/15 the monthly pre-const report is due and the quarterly const report is also due. Caleb needs VCBB to provide info on the new platform so that he can



submit these. Laura will follow up with VCBB. The Final Close-out report files have been provided to us (to Chair). Laura has reviewed and has a couple questions for CCI that she will ask at the Jan9 CCI-OCCUD meeting. Laura asks members if they want to see the Close-out reports files; Laura will put them on the Drive (Members Folder). Laura will ask CCI for a map showing the grant funded fiber asset locations.

8. *Review Agenda Items for upcoming Governing Board meeting: Chair Report (see above). CCI update. GNS update. Financial report. Grant reports.* Included on the Governing Board meeting will be: Approve a Schedule of Meetings for 2025; Approval to proceed with drafting an MOU with RRPC for services; Review proposed monthly biennial and annual regular/reoccurring costs; Approve Front porch Forum 6-month account; Change virtual platform for Governing Board meetings to Teams;
9. *VCUDA update (VCUDA Rep).* VCUDA meetings were on BEAD, planning with VCBB on use of funds, Legislative day is on Jan 29th.
10. *VCBB update (Chair).* No additional news.
11. *Other Business.* None
12. *Next meeting* – Feb 12, 2025
13. *Adjournment* at ~ 6:10pm (motion by Peter, second by Steve)

Google Meet joining info:

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

Phone: +1-407-906-7354

PIN: 453656294