

**January 15, 2025 – 5:00 PM**

At Rutland Regional Planning Commission, 2<sup>nd</sup> Fl., Conference Room  
16 Evelyn St., Rutland VT

[Link to Virtual Meeting](#)

## Governing Board Meeting Minutes

<b>2024 - Otter Creek CUD Governing Board Representatives &amp; Alternates:</b>					
TOWN	REP NAME / ALT NAME	P/A	TOWN	REP NAME / ALT NAME	P/A
Benson	<b>Steve Murray</b> / Lynn Bowen	<b>P</b>	Pittsford	<b>Brett Mullin</b> / Greg Hiltz	<b>P</b>
Brandon	<b>Peter Werner</b> / Bill Moore	<b>P</b>	Poultney	<b>Mark Teetor</b> / Terry Williams	<b>P</b> (until 6:45)
Castleton	<b>Leslie Cadwell</b> / Ted Molnar	<b>P</b>	Rutland Town	<b>Dannielle Mumma</b> / <b>Andrew Palmer</b>	<b>P</b>
Chittenden	<i>Andrew Quint</i>	A	Rutland City	<i>Alex Adams</i>	A
Fair Haven	Jason Coupol	A	Shrewsbury	Laura Black, Chair	<b>P</b>
Goshen	<i>Tyler Davidson-Toman</i>	A	Sudbury	Mike Small / Tom Myer	A
Hubbardton	Chris Custer	<b>P</b>	Wells	<i>No Appointment</i>	
Mendon	Larry Courcelle, Vice Chair	<b>P</b>	West Haven	Kerry Ellis / Jennifer Book	<b>P</b>
Pawlet	Jessica Van Oort	<b>P</b>	West Rutland	<i>No Appointment</i>	
Jackie Savela, OCCUD Treasurer		A	<b>P= Present, A= Absent</b>		

Other attendees: Ethan Pepin, RRPC

### Governing Board Meeting Agenda:

1. Chair conformed a Quorum of 11 voting members (quorum of 10 after 6:45pm)
2. Meeting Called to order at 5:05pm. Laura asked Ethan to start the recording.
3. Chair introduced Ethan Pepin of Rutland Regional Planning Commission (RRPC) –who is hosting our meeting on Teams and at the RRPC Offices today.
4. *Approval of agenda.* Motion by Andrew P., Second by Mark. Motion approved unanimously.
5. *Public input (limited to 3 minutes per presenter).* No public present.
6. *OCCUD Chair Report from Executive Committee meeting –*
  - *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 for the Governing Bd meetings starting today. The virtual meeting will be held over Teams on RRPC’s Microsoft account. RRPC will



create a YouTube channel for OCCUD and post the recordings there. Other services discussed were - RRPC will maintain OCCUD's physical address, mailing address, and will provide financial(treasurer) services and support. The detailed terms of the agreement will be drafted with the input of the OCCUD treasurer; Laura and Jackie have discussed briefly so far. RRPC provides such services for another organization in Rutland County and this arrangement would be similar. RRPC's legal counsel will draft an Memorandum of Understanding (MOU) to formalize the agreement. Laura will notify OCCUD's legal counsel that this MOU is in process and we want it reviewed for us. The Draft MOU including the terms of the agreement will be presented to the Executive Committee to be reviewed and discussed at the March meeting. The intent is to have the final draft ready to be voted on at the March Governing Board meeting.

**Chair requested a Motion to approve** the Chair to proceed with developing a Memorandum of Understanding (MOU) with RRPC and have it reviewed by OCCUD legal counsel for presentation (and approval) at March Governing Board Meeting.

**Discussion:**

**Motion** by Danielle, second by Peter. Motion approved unanimously.

- *Frequency of regular Governing Board Meetings in 2025.* Chair presented a proposed schedule. For 2025, the Gov Bd meet in March, May (Annual Organizational Meeting), August, and November. In 2026, the Governing Bd would continue to meet quarterly – in Feb, May, Aug, and Nov.

**Discussion:**

Representative appointments are due by end of April (RRPC may assist us with the task of obtaining the signed appointment forms from each municipality). Laura encourages everyone present to continue participating and representing their town. Laura requests representatives to obtain their own re-appointments from their town selectboards and email the signed form to OCCUD ([chair@occud.org](mailto:chair@occud.org) email). Laura reminds the board that we are having difficulty operating due to non-attendance by representatives and towns that do not have appointed representatives. Today, 7 of the 18 towns are absent a representative attending. Laura expresses - With the large number of member towns without a participating representative, it is critical that all representatives attend; if a primary rep cannot attend, they must make sure that their alternate will attend. Danielle offered to find persons who could potentially represent some of the towns/city that either do not have an appointed rep or has a rep who never attends the Governing Board meetings. Laura will email Danielle with the list of towns that do not have a participating rep.

Questions about what the OCCUD duties/responsibilities in the coming year/years are. Laura said that we have fairly minimal obligations after our final CCI invoice payment is made. Other duties /tasks are to carry out the requirements of the Grant which include reporting to VCBB on a quarterly/annual basis (reports will come from the provider). Leslie suggests that we put together a simple report that describes the Grant requirements and the terms of our Contract with CCI and Agreement with GNS. Danielle cautions about such information being shared at a public meeting. Laura will contact



Leslie about putting together a brief report for us. Other tasks include continuing to exist through the terms of our contract and grant – this includes maintaining our minimal operations. Laura reminds the Board of OCCUD’s sustainability plan - that OCCUD is discussing a shared partnership-collaboration or even potentially a merger with Lamoille and SoVT CUDs after 2026; that planning is ongoing.

Along with the agreement with RRPC to provide services, the OCCUD Bylaws and Financial Procedures policy will need to be amended. Laura says that she will have a draft ready also to be approved at the March meeting.

**Chair Requested motion to approve** the schedule for 2025. Motion by Leslie, second by Mark. Motion approved unanimously.

- *Front Porch Forum* – Chair describes cost. Chair and Exec Committee recommends approving funding for next 6-month period. Chair describes that suggestions of posts include announcements of GNS’s construction completion, announcement for interested persons to represent their town on the OCCUD Board, continue to provide contact info for constituents.

**Chair Requested motion to approve** funding for next 6-month service. Motion by Mark, second by Peter. Motion approved unanimously.

- *RFQ/RFP for Single Audit*. Chair reported that three companies expressed interest in receiving the RFQ. One proposal received so far; it was within the budgeted cost.
  - *OCCUD Representatives (Governing Board)* – Discussed above. 2025 Annual Appointments are due by end of April. Laura will send the Appointment/Re-appointment forms to all Representatives.
  - *OCCUD Member Town certificate creation*. Larry and Laura have not made progress yet.
7. *Approval of previous meeting minutes from 10.16.24, (no quorum for the 11.20.24, the 12.18.24 meetings)*. **Chair Requested motion to approve 10.16.24** meeting minutes. Motion by Larry, second by Leslie. Motion approved unanimously.
  8. *Financials*: Reviewed Warrants approved at 11.14.24, 12.11.24, 12.18.24, 01.08.25 Executive Committee meetings. Chair presented monthly biennial and annual regular/reoccurring OCCUD costs.
  9. *Grant reports*. Monthly and Quarterly reports are due today (for end of 2024). Vantage Point is working with CCI to complete and submit the Close-out report. Laura has received Close-out report files. Laura will put them on the Members Folder on the Drive for members to review. Laura asked CCI to provide an as-built/map document of the OCCUD owned fiber network.
  10. *GNS Update*. (Reminder for public hot-spot (Courtesy Service) locations for each town). GNS fiber infrastructure build is now complete in all OCCUD areas. Question about how is GNS marketing to potential customers its territory? Laura will ask the GNS rep.
  11. *CCI Update*. (Reminder for public hot-spot (Courtesy Service) locations for each town). Kerry asks for assistance for West Haven’s courtesy service location. Laura will put Kerry in touch with CCI rep S. Brooks.
  12. *VCUDA update (Vice-Chair)*. There are two Legislative days in Montpelier Jan 29<sup>th</sup>, and Feb 4. Members should let Laura know if they want/plan to attend. Laura (and Larry?) plans to attend on Jan 29.
  13. *VCBB update (Chair)*. VCBB (Board) is going to meet quarterly in 2024. VCBB (staff) is discussing program for the \$8M.



14. *Other Business.* None
15. Next Governing Board Meeting – March 19, 2025
16. Adjourned at ~6:14pm