



March 12, 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(*2025 Appt recvd)	Present/Absent
Shrewsbury	Laura Black, Chair	2025 *	P
Mendon	Larry Courcelle, Vice Chair	2025 *	P
Benson	Steve Murray	2026	A
Sudbury	Mike Small	2025	P
Brandon	Peter Werner	2025 *	A
Hubbardton	Chris Custer	2025 *	P
Castleton	Leslie Cadwell	2025	P
	Jackie Savela, Treasurer	2025	P

1. *Call to order and Start recording the meeting* – at 5:05pm
2. *Approval of agenda* - Motion by Leslie, second by Larry, Approved unanimously.
3. *Approval of previous meeting minutes – 2/12/2025.* Motion by Larry, second by Chris, Approved unanimously.
4. *Chair Report on OCCUD business:*
 - a. *CUD-Triad Sustainability Committee* – No news, the committee hasn’t met.
 - b. *Single Audit RFP* - Letter of engagement received. Laura, Jackie and Caleb will meet next week to review process and roles for the audit process.
 - c. *Draft MOA for services by RRPC in 2025.* – Motion made by Leslie to go into executive session to review the MOA (per 1 VSA Section 313, because the premature general public knowledge of our contract negotiation will put the OCCUD at a substantive disadvantage). Motion seconded by Chris. Motion approved unanimously. Entered into Executive session at 5:09pm. Returned from executive session at 5:20; no motions made during the executive session.
 - d. *Bylaw amendment and Financial Procedure Policy amendment.* Laura will develop draft after MOA language is final so that the Bylaws and Financial Procedures are not in conflict. Leslie mentions to add language for annual audits to meet requirements of statute. Also noted was that the statute doesn’t mandate that the treasurer needs to be appointed annually. Record retention policy was discussed and points made as to reasons to not retain longer that required by statute.
 - e. *Draft memo on OCCUD responsibilities in 2025.* We reviewed the draft that Leslie put together. Draft will be made final to present to the Governing Board on March 19. We described our intent to keep this document as an internal reminder of our mission.
 - f. *OCCUD Member Towns - 2025 appointments.* Four (4) appointments have been received so far. Mike asks if Sudbury’s was received; Laura says it was not yet. Two(2) towns have withdrawn

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



their memberships – West Rutland and Chittenden. The Governing Board quorum is now reduced to nine(9). Laura will remind all Board members whose appointments haven't been received to get them signed and delivered. Next step will be for Laura to contact Town Selectboards for representative re-appointments. Laura mentions her thought to name previous member towns as such; perhaps continuing to send them annual reports. Discussion around withdrawal process; Laura describes that the statute addresses very minimally – it says withdrawals are to be in same process as joining, which is by written notice to the CUD, signed by the chair of legislative body. Laura provided a form to towns for them to sign and return.

5. *Report on partner-providers: GNS-update.* No news on GNS. *CCI-update.* Laura recommends that we go into executive session per 1 VSA Section 313 because premature general public knowledge could place the OCCUD and our partner in a substantial disadvantage. Motion made by Larry, seconded by Chris. Motion approved unanimously. Entered Executive session at 5:56pm. Returned from executive session at 5:58pm; no motions were made during the executive session.
6. *Warrant and Financials.* Presented and reviewed warrant #19 dated 3.12.25 for approval. Motion to approve the warrant by Larry, second by Chris/Leslie, Approved unanimously.
7. *Grant reports.* Close-out report is in progress. Laura and CCI met with VCBB staff on 3.11.25 regarding final address data in progress to finalize the close-out.
8. *Review Agenda Items for upcoming Governing Board meeting: Chair Report (see above). CCI update. GNS update. Financial report. Grant reports.*
9. *VCUDA update (VCUDA Rep).* Last VCUDA meeting was on 2.11. Next meeting is 3.18. VCUDA is discussing meeting less often. *VCUDA Legislative Committee update (Laura B).* Laura did not attend the last VCUDA Legislative Committee meeting; but says the two Vermont bills (on Affordability and Consumer Protections) are not moving forward this year.
10. *VCBB update (Chair).* No report
11. *Other Business.* None
12. *Next meeting - 05.14.25 (Prepare for Annual Organizational Meeting on May 21).*
13. *Adjournment.* Motion to adjourn by Chris, second by Leslie. All in favor. Adjourned at 6:05pm.

Google Meet joining info:

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