

**March 19, 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: (9 for a Quorum)</b>					
TOWN	REP NAME / ALT NAME	P/A	TOWN	REP NAME / ALT NAME	P/A
Benson	Steve Murray / <b>Lynn Bowen</b>	P	Pittsford	Brett Mullin / Greg Hiltz	A
Brandon*	Peter Werner / Bill Moore	A	Poultney	<b>Mark Teetor</b> (from ~5:10 to 5:45) / Terry Williams	P
Castleton	Leslie Cadwell	P	Rutland Town	<b>Danielle Mumma / Andrew Palmer</b>	P
<del>Chittenden</del>	<i>Withdrew 3/10/25</i>	—	Rutland City	<i>Alex Adams</i>	A
Fair Haven	Jason Coupol	A	Shrewsbury*	Laura Black, Chair, acting Clerk	P
Goshen	<i>Tyler Davidson-Toman</i>	A	Sudbury*	Mike Small / Tom Myer	P
Hubbardton*	Chris Custer	P	Wells	<i>No Appointment</i>	A
Mendon*	Larry Courcelle, Vice Chair	P	West Haven	<b>Kerry Ellis</b> / Jennifer Book	P
Pawlet*	Jessica Van Oort	P	<del>West Rutland</del>	<i>Withdrew 3/10/25</i>	—
Jackie Savelle, OCCUD Treasurer		A	P= Present, A= Absent		
Host (RRPC): Devon Neary, RRPC Exec Dir			Guests: Caleb Boone, VPS; Jose Aguayo, VCBB staff; Bob Amelang, guest from Rutland City		

### Governing Board Meeting Agenda:

1. *Roll call, confirm quorum.* Quorum of 9 confirmed at 5:01pm
2. *Call to order at 5:03pm, -Started Recording.* Chair introduced all members, and guests, and host.
3. *Approval of previous meeting minutes from 01.15.2025.* Motion by Larry, Second by Lynne/Chris, Approved unanimously.
4. *Approval of agenda.* Chair requested to approve the agenda with the deletion of the second bullet item under 'OCCUD Chair Report'. Motion to approve amended agenda by Lynne Second by Danielle, Approved unanimously. (Note that this item was skipped and returned to out of the order of the Agenda).
5. *Public input.* No public input.
6. *OCCUD Chair Report from Executive Committee meeting –*
  - *MOA on Proposed services by RRPC in 2025/26.* Chair described that the MOA was prepared by the RRPC and their legal counsel, reviewed by OCCUD legal counsel and changes incorporated, and draft revision worked on by RRPC and Chair on 3/18 evening; thus it is not quite final. Chair described that

RRPC financial manager is meeting with the OCCUD Chair and Treasurer, and Vantage Point to review and develop the new financial procedures. They will include for example, two check signatories- one from RRPC and the other from OCCUD (the vice-chair). Vantage Point will still be submitting our requests for grant fund re-imbursement for now. Chair presented the MOA draft and reviewed item-by-item. No other comments or discussion.

- Motion made by Leslie C. to approve allowing the Chair to sign the final MOA provided that the MOA is substantially similar to this draft presented to the Board at this 3/19/25 OCCUD Gov Board meeting. Second by Larry. Approved unanimously.
  - *Single Audit letter of engagement.* Chair presented the Letter of Engagement, reminded the Board of the process we completed to arrive at this Auditor being engaged. Chair Requested a Motion to approve allowing the Chair and Vice-chair to sign and submit the letter of engagement with the Auditor, Batchelder Associates. Motion by Jessica, Second by Lynn, Approved unanimously.
  - *Draft memo on OCCUD responsibilities in 2025.* Chair noted that Mark T asked the question on what are the OCCUD's responsibilities post-construction at the Feb meeting, thanked Leslie for drafting the document listing our responsibilities and those of our partners. Chair presented and reviewed the document item by item. Danielle M. asks whether we/OCCUD knows how many calls our partners receive on customer issues and how it compares with the responses. Chair will ask CCI and GNS how we will see this and notes that our first report should show this information. Chair describes that she contacts CCI/GNS typically when an email comes to the [info@occud.org](mailto:info@occud.org). Jessica asks if she can contact CCI directly regarding two issues in Pawlet. Chair describes that if representatives want to take action on matters, they are certainly welcome to do so, otherwise, they can pass along the issue to the Chair and chair Laura B will follow through. Larry reminds representatives to always copy/CC the chair email during such correspondence. (Laura will send Jessica the CCI contact info so that Jessica can follow-up on the Pawlet issues). Chair will post the document on the OCCUD Member folder on the drive.
  - *OCCUD Representatives– 2025 Annual Appointments.* Chair reminds all members that their re-appointments are due by April 24<sup>th</sup> and requests any members that have not reached out to and verified that their re-appointment forms have been submitted to do so soon. Five towns have sent their re-appointment forms to date.
  - *Update on OCCUD Member Towns.* Two towns have withdrawn.
7. *Financials:* Chair described the information on the Warrants approved at 02.12.25, and 03.12.25 Executive Committee meetings.
  8. *Grant reports.* Caleb says there is not much news on the grants at this time.
  9. *GNS Update.* No new information. Will meet next week.
  10. *CCI Update.* Consolidated is now going to be able to install underground services up to 2000 ft at no cost to customers.
  11. *VCUDA update (Vice-Chair).* Discussions re Act 71, meeting monthly, VCUDA chairs report thanked staff for work re the uncertainty on the national front. BEAD completion process; Legislative - on affordability, still discussing the \$8M program in development.

- *VCUDA Legislative Committee update (Chair). Chair described- meeting revolved around BEAD, concern about the speed of BEAD funding flow and in the change in the allowable technology – that the requirement for wired technology has been dropped; chair noted that Vermont public safety communications requirements are for a wired infrastructure. VCUDA is mobilizing to speak at the state and at a national level on this issue especially because Vermont is an important leader in developing and rolling out the broadband build-out through VT’s CUD model.*
12. *VCBB update (Chair).* Chair described that So VT CUD presented their final close-out report. Jose mentions that the two items of Legislation did not cross-over but will be worked on for the following legislative year. VCBB staff is working hard on the BEAD program despite the chaos at the national level.
  13. *Other Business.* None
  14. Next Governing Board Meeting –Annual Organizational Meeting May 21, 2025. Chair reminded that nominations will be open. Also noted that the Chair has been acting as the Clerk since the last clerk retired.
  15. Adjourn at 6:11pm. Motion by Danielle, second by Chris.