

**May 21, 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](#)

## Annual Organizational Meeting Agenda followed by Governing Board Meeting Agenda

2024 - Otter Creek CUD Governing Board Representatives & Alternates: (8 for a Quorum)					
MEMBER TOWN	REP NAME / ALT NAME	P/A	MEMBER TOWN	REP NAME / ALT NAME	P/A
Benson	Steve Murray / Lynn Bowen		Pawlet	Jessica Van Oort	
Brandon	Peter Werner / Bill Moore		Pittsford	Brett Mullin	
Castleton	Leslie Cadwell / Tim Munks		Poultney	Mark Teetor / Paul Donaldson	
Fair Haven	Sam Lucci		Rutland City	Paul Clifford	
Goshen	Alyza McKeighan		Shrewsbury	Laura Black	
Hubbardton	Chris Custer		Sudbury	Mike Small / Tom Myer	
Mendon	Larry Courcelle / Val Taylor		West Haven	Kerry Ellis / Jennifer Book	
OCCUD Treasurer: Jackie Savela			P= Present, A= Absent		
Host (RRPC):			Guests:		
District Non-Member Towns: Chittenden, Rutland Town, Wells, West Rutland					

### Annual Organizational Meeting Agenda:

1. Roll call, confirm quorum
2. Call to order - Start Recording
3. Approval of agenda
4. Update on OCCUD District Member Towns, and District Non-Member Towns
5. Nominations and voting for Chair, Vice-Chair, Clerk, Executive Committee members.
6. Appointment of Treasurer and Interim Treasurer by Executive Committee.
7. Chair welcome of new members. Presentation of: NDAs. OCCUD responsibilities. Resources. Volunteering for – VCUDA Representation, Sustainability Planning.

### Governing Board Meeting Agenda - following Annual Organizational Meeting:

1. Roll call, confirm quorum
2. Call to order - Continue Recording
3. Approval of agenda
4. Public input (limited to 3 minutes per presenter)



5. OCCUD Chair Report from 5.14.25 Executive Committee meeting –
  - MOA on Proposed services by RRPC in 2025.
  - For Bylaw amendments. Request approval for the following:
    - i. The Executive Committee is (shall be) responsible for reviewing and pre-approving monthly, biannual, and annual operational costs for payment by the Treasurer, provided they are consistent with the budget and the grant agreement, supported by adequate documentation and evidence of work done if/when relevant.
  - Financial Procedures
  - Single Audit.
6. Financials:
  - Review Warrants approved at 4.16.25 and 5.14.25 Executive Committee meetings.
  - Review Grant funds
  - Review operational costs for 2025
7. Approval of previous meeting minutes from 03.19.2025
8. CCI Update.
9. GNS Update.
10. Grant reports. (Vantage Point)
11. VCUDA update (Vice-Chair).
12. VCUDA Legislative Committee update (Chair).
13. VCBB update (Chair)
14. Other Business
15. Next Governing Board Meeting – August 20, 2025
16. Adjourn