



August 13, 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	2026	P
Mendon	Larry Courcelle, Vice Chair	2026	P
Benson	Steve Murray	2026	A
Sudbury	Mike Small	2026	A
Brandon	Peter Werner	2026	P
Hubbardton	Chris Custer	2027	P
Castleton	Leslie Cadwell	2028	P
Treasurer: Anna-Maria Barucco (RRPC)		2026	A
Guests: Caleb Boone (Vantage Point)			

1. Call to order at 5:03pm, verify quorum - Start recording the meeting
2. Approval of agenda. Motion by L. Courcelle, second by L. Cadwell. Approved unanimously.
3. Approval of previous meeting minutes – 6.25.2025. Motion by C. Custer, second by L. Courcelle. Approved unanimously with one abstention.
4. Review of July 2025 Warrant, invoices was presented by Chair Black. No discussion.
5. General announcements
 - a. Chair Black showed Jackie's thank you bouquet and her lovely response.
6. Financial Procedures update.
 - a. Chair Black introduced the new treasurer, Anna-Maria Barucco (not present). SAM registration updated today
 - b. RRPC has requested that OCCUD approve the warrants with a signature. Chair Black asked for motion to bring this to the Board to vote to approve this procedure. L. Cadwell presented with an addition that the vice-chair will provide approval and signature in chair's stead. Motion made by P. Werner, second by L. Cadwell. Approved unanimously.
 - c. Chair reported that Financial Procedures amendments are not yet completed, and plan is to have them completed to present at the November meetings. Bylaw amendments will also be made to conform to the financial procedures.
 - d. Audit report. Chair reported that the single federal Audit is completed and has been submitted and accepted by the Federal Audit Clearing House.
7. CCI Quarterly reports. Chair reported that the CCI quarterly Q2 report (NPS and speed/latency) is positive as was the Q1 report.
8. GNS Quarterly reports. Chair reported that the GNS quarterly Q2 NPS numbers are very good but the speed/latency report is missing the results as was the Q1 report. L. Cadwell said that those are required per our Agreement. LBlack will contact GNS for the test results.
9. OCCUD constituents' issues. Chair reported that there is one CCI constituent with a long drop; Black is waiting to hear back from CCI as to how they are working with the customer to resolve.
10. VCUDA report – L. Black has been appointed as Vice-Chair of the VCUDA Board. A Conflict of Interest (COI) Policy is now required by Act 171 which introduced a statewide code of ethics for all



municipalities – Black will draft a COI Policy, and will contact VLCT for a model. Black reminds officers (Chair and Vice-Chair) of requirement to complete State ethics training by Sept 25.

11. VCBB report – Chair Black reports that she presented OCCUD’s Grant Close-out at the Aug 11 meeting; the VCBB’s long drop program is going to be available soon (no details have been published yet but a press release went out on Monday);
12. Agenda for the 8.20.25 OCCUD Governing Board meeting. The agenda will include the same items as covered today plus L. Black said she would mention the CCI Courtesy services to remind any town representatives who haven’t yet provided their information for the service. C. Custer and P. Werner will not be able to attend the Gov Bd meeting. P. Werner will contact the alternate (B. Moore) to represent Brandon.
13. Other Business. Caleb Boone reports that since
14. Next meeting - 11.12.25
15. Adjournment at ~5:40pm

Google Meet joining info:

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

Phone: +1-407-906-7354

PIN: 453656294

AI (Google’s Gemini) GENERATED MEETING NOTES (with minor edits per LBlack’s review)

- **Meeting Quorum and Agenda Approval** Laura Black announced that a quorum had been officially reached for the meeting, with additional attendees Mike and Peter expected to join (00:08:14). Laura Black noted that she had not pulled up the previous minutes but would present them if desired (00:09:44). Larry Courcelle motioned to approve the agenda for August 13, 2025, which Leslie Cadwell seconded, and the motion passed unanimously (00:12:00).
- **Previous Meeting Minutes Approval** Laura Black offered to present the previous meeting minutes from June 25, 2025, on screen (00:12:00). Leslie Cadwell recused themselves from voting on the minutes because they were not present for the entire previous meeting (00:13:19). Chris Custer moved to approve the minutes, and Larry Courcelle seconded the motion, which then passed with one abstention (00:14:35).
- **Review of July 2025 Warrant** Laura Black presented the July 2025 warrant, explaining that it looked different due to a new treasurer and new procedures. The warrant was displayed in a spreadsheet format, listing pre-approved items such as Swards, Google, postal service, Vantage Point invoice, Brayshaw website, and a fee from Bar Harbor Bank. Laura Black mentioned that Rutland Regional's auditor requested that an officer of Otter Creek approve and sign these warrants, which they had already done for July without prior board approval (00:16:27).
- **Acknowledgement of Jackie's Departure and New Treasurer Introduction** Laura Black shared a thank-you message and photo of flowers and a gift card from Jackie, expressing appreciation for the gift from the team (00:19:16). Laura Black introduced the new treasurer, Anna Maria Barucco, a professional bookkeeper who works part-time at Rutland Regional Planning Commission (00:20:18). Anna Maria Barucco has successfully updated the SAM registration and finalized bank authorizations, giving her the authority to pay invoices and sign checks (00:21:22).



- **Financial Procedures Update and Warrant Approval Motion** Laura Black discussed the updated financial procedures, specifically the request from Rutland Regional for an officer to sign and approve warrants ([00:22:43](#)). Laura Black proposed a motion to the executive committee to bring this request to the full board next week, seeking approval for the chair or vice-chair to sign warrants electronically going forward ([00:24:13](#)). Peter moved to approve bringing the motion to the board, with the modification to include the vice chair in the chair's stead, and Leslie Cadwell seconded the motion, which passed unanimously ([00:25:17](#)).
- **Grant Reports and Constituent Issues** Caleb Boone provided an update on grant reports, stating that they are currently only required to submit quarterly reports, which are minimal as the grant is closing out ([00:27:49](#)). Laura Black mentioned that there is still no means to report on the pre-construction grant through VCBB's portals ([00:28:54](#)). Laura Black also reported on constituent issues, including a long drop installation challenge in Castleton involving a driveway over 2,000 feet, which exceeds the standard cable length ([00:33:43](#)).

Consolidated and GoNetSpeed Quarterly Reports Laura Black reported that Consolidated's quarterly reports are positive, with their Fidium fiber service having a high NPS (Net Promoter Score) of 39, which is significantly higher than the industry standard ([00:28:54](#)). Leslie Cadwell mentioned anecdotal reports of Fidium customers needing to reboot their systems, suggesting it might be a customer premise or installation issue, and offered to follow up for more details ([00:31:42](#)). Laura Black also noted that GoNetSpeed is not required to provide detailed quarterly reports until the end of the year through their ACAM funding, though she would follow up to ensure they meet Otter Creek's contractual obligations ([00:40:16](#)). Leslie Cadwell said she will follow up about the courtesy services for Castleton, ask the person in Sudbury about the Fidium issues to get more details, and drive to the property on Belgo Road to learn more.

- **VCUDA Report and State Ethics Training** Laura Black, is the newly appointed Vice Chair of VCUDA. Laura Black noted that Act 171 requires a statewide code of ethics for municipalities, and Otter Creek should have a conflict of interest policy ([00:45:44](#)). Laura Black also reminded Larry Courcelle and herself that they are required to complete state ethics training by September 25th ([00:47:16](#)).
- **VCBB Meeting and Long Drop Program** Laura Black presented Otter Creek's grant closeout report at the VCBB meeting, covering project data, board operations, and sustainability planning, which was well-received ([00:48:53](#)). Laura Black mentioned the recent press release for the long drop program but noted that the criteria for income levels and program management by CUDs are still unclear ([00:37:51](#)) ([00:50:29](#)). Laura Black also highlighted that people in town are often unaware of Otter Creek's existence, as they were contacted by Peter Welch's office regarding a constituent issue rather than directly by the constituent ([00:36:28](#)).
- **Governing Board Meeting Attendance** Laura Black discussed the upcoming governing board meeting and the need for quorum, mentioning that Chris Custer and Peter would be unable to attend ([00:51:37](#)). Peter confirmed that his alternate, Bill Moore, would be able to attend, and Laura Black encouraged alternates to attend whenever the primary member is unavailable ([00:52:47](#)). Leslie Cadwell suggested sending a reminder message to encourage alternates to attend to ensure a quorum ([00:54:15](#)).