

August 20, 2025 – **5:00 PM**

OTTER CREEK CUD GOVERNING BOARD MEETING MINUTES

LOCATION: Rutland Regional Planning Commission, 2nd Fl., Conference Room
16 Evelyn St., Rutland VT

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Meeting ID: 256 114 431 983 3

Passcode: 5RG7xi6k

DIAL IN BY PHONE: +1 802-440-1368, 761031544#

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	P	Pawlet	Jessica Van Oort	P
Brandon	Peter Werner / Bill Moore	P	Pittsford	Brett Mullin	A
Castleton	Leslie Cadwell/ Tim Munks	P	Poultney	Mark Teetor / Paul Donaldson	P
Fair Haven	Sam Lucci	P	Rutland City	Paul Clifford	A
Goshen	Alyza McKeighan	P	Shrewsbury	Laura Black	P
Hubbardton	Chris Custer	A	Sudbury	Mike Small / Tom Myer	P
Mendon	Larry Courcelle / Val Taylor	P	West Haven	Kerry Ellis / Jennifer Book	A
OCCUD Treasurer (RRPC): Anna-Maria Barucco		A	P= Present, A= Absent		
Host (RRPC): Nic Stark			Guests: Caleb Boone		
District Non-Member Towns: Chittenden, Rutland Town, Wells, West Rutland					

- Call to order, verify quorum. Chair Black called the Meeting to order and recording started at 5:08pm
- Approval of agenda. Motion by B. Moore, second by L. Courcelle. Approved unanimously.
- Approval of previous meeting minutes of 5.21.2025. Motion by M. Teetor, second by S. Murray. Approved unanimously.
- Review of July 2025 Warrant with attached invoices were presented. This is the first warrant prepared by the new treasurer. Warrant is of the standard monthly services- Swards (bookkeeping), Google,



postal service, Vantage Point invoice, Brayshaw website, and a fee from Bar Harbor Bank. No questions nor discussion.

- Financial Procedures update.
 - Chair Black introduced the new treasurer, Anna-Maria Barucco, though she is not present today. She is an assistant finance person at Rutland Regional Planning Commission. Our SAM registration is updated. We're up to date on our invoice payments and so on. We're all set with automatic bank payments. A thank you gift was presented to our "retired" volunteer treasurer, Jackie S and she responded with a thank you and message that she has been glad to work with us.
 - Approval of new financial procedure. Rutland Regional Planning Commission has requested that the warrant and invoices be approved by a signature of the OCCUD. Chair Black requests a motion to allow the chair to approve warrants with a signature (electronic) with Vice-chair to approve and sign in chair's stead as necessary. Motion made by B. Moore, second by M. Teetor. Motion approved unanimously.
 - Financial Procedures amendments, Bylaw amendment. 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.
 - Audit report. Chair reported that the single federal Audit is completed and has been submitted and accepted by the Federal Audit Clearing House.
- CCI Quarterly reports. Chair and Vice-chair are meeting with CCI quarterly now to review NPS and speed/latency reports. Report results are good; NPS score is very good (high) – note that it is for the Fidium product only, not for the copper services.
- CCI Courtesy Services. Chair Black reviews the status of Courtesy Services for each member town – Noting that every town is offered a free courtesy service. Most but not all of the member towns have gotten in touch with Consolidated to tell them where they want it provided. The courtesy service is for public use to set up a Wi-Fi for your town's constituents to use; it's not for town business. If any towns still need to get that information submitted, they can reach out to the CCI representative or they can reach out to Chair Black for assistance.
- 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. LBlack has contacted GNS for the test results and a meeting is set up for this Friday.
- OCCUD constituents' issues. Chair opened the floor for representatives to report on any issues they are aware of.
 - Chair Black is aware of one, stating that it didn't come directly to OCCUD through our website or through an email from the customer; instead it came to OCCUD by way of Congressman Peter Welch's office - that a customer called Welch's office saying that Consolidated had come to their site and said that they could not install the fiber service. It does turn out that it's over 2,000 feet.

Chair Black has responded to Welch's office and has been in contact with CCI on the matter. Black is waiting for a response from CCI on how they are handling the matter.

- J. Van Oort raises another constituent issue in West Pawlet. Customer who needs assistance to sign up for Fidium service over the phone. CCI has been contacted but a response and call to the customer has not occurred yet. Black and Van Oort to follow up with the CCI rep.
- VCUDA Report . Vice-chair Courcelle reported that the VCUDA Board meeting included discussions from other CUDs about issues where properties, whether it's mobile home, trailer, parks, or multi-unit houses are owned by an out-of-state individual, and how do they service all these individuals that live in these apartments or in the trailer. Plus, there are affordability issues with long service drops. Chair Black has been appointed as vice-chair of VCUDA.
 - Chair Black reported on the VCUDA Legislative meetings – there are concerns about Affordability Bill and the Consumer Protection Bill both of which are on table at the VT legislature this year. Black also noted that Act 171 added requirement for all municipalities to have a Conflict-of-Interest Policy; Black will draft and review with OCCUD attorney. BEAD information is that LEO satellite providers did submit applications; VCUDA is running ongoing workshops with consultant Lerman Senter to present on Telecommunications Compliance-Regulatory rules/functions/agencies at Federal and State level – Black asks anyone interested in the recordings or attending next sessions to contact her.
- VCBB report – Chair Black reported that the OCCUD Grant Close-out presentation (at the Aug 11th VCBB meeting) and following VCBB press release included info that OCCUD's project came in under budget and within schedule. Press follow-ups (calls received by Black) by Rutland Herald and VT Public. Black thanked and congratulated the OCCUD Board members for making OCCUD's Universal Service Plan happen and recognized B. Moore as the founder (along with Member town - Goshen) for originating OCCUD in 2020. The Long-Drop program is now posted on the VCBB website- applications are due Sept 25th. BEAD program (described above) - waiting for 8/25 VCBB meeting for more info.
- Other Business. Caleb Boone reported on quarterly grant submissions. There are no changes to our construction grant as it is closed out; there is just information delivered in our KPI report (such as take-rate). VCBB has no means for CUDs to report on the pre-construction grant for which Caleb submits monthly warrants.
- Next meeting - 11.19.25
- Adjournment at ~5:43pm