



February 18, 2026 – **5:00 PM**

**OTTER CREEK CUD GOVERNING BOARD**  
**MEETING MINUTES**

**LOCATION:** Rutland Regional Planning Commission, 2<sup>nd</sup> Fl., Conference Room  
16 Evelyn St., Rutland VT

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<b>2025 - Otter Creek CUD Governing Board Representatives &amp; Alternates: (8 for a Quorum)</b>					
MEMBER TOWN	REP NAME / ALT NAME	P/A	MEMBER TOWN	REP NAME / ALT NAME	P/A
Benson	Steve Murray / Lynn Bowen	A	Pawlet	Jessica Van Oort	P
Brandon	<b>Peter Werner</b> / Bill Moore	P	Pittsford	Brett Mullin	A
Castleton	<b>Leslie Cadwell</b> / Tim Munks	p	Poultney	<b>Mark Teetor</b> / Paul Donaldson	P
Fair Haven	Sam Lucci	A	Rutland City	Paul Clifford	A
Goshen	Alyza McKeighan	A	Shrewsbury	<b>Laura Black</b>	P
Hubbardton	Chris Custer	P	Sudbury	<b>Mike Small</b> / Tom Myer	P
Mendon	<b>Larry Courcelle</b> / Val Taylor	P	West Haven	<b>Kerry Ellis</b> / Jennifer Book	P
OCCUD Treasurer (RRPC): Anna-Maria Barucco		A	<b>P= Present, A= Absent</b>		
Host (RRPC): Nic Stark		P	Guests: Fallon Woods (Vantage Point Solutions) P		
District Non-Member Towns: Chittenden, Rutland Town, Wells, West Rutland					

**MINUTES**

- Call to order at 5:04pm**, with 8 representatives present for quorum.
- Approval of agenda.** Agenda approved after a motion by M. Teetor and a second by L. Cadwell.
- Open to the Public.** No public present, item closed.
- Approval of previous meeting minutes – 11.19.2025.** Minutes of Nov 19, 2025 approved after a motion by L. Courcelle and a second by M. Teetor.
- Introduce new project manager at Vantage Point.** Chair Black introduced Fallon Woods from Vantage Point. Fallon spoke saying she is happy to learn about the project and listen in to learn more about the work being done
- Report from 2.11.26 Executive Committee Meeting.** Chair Black presented - Quorum was present at executive committee meeting with one absent member. Exec Committee reviewed financial report. Discussed end of grant funds, audit, and quorum issues at governing board meetings. Discussed operating cost reduction strategies and potential



added tasks for volunteers. The Subrecipient Annual Report(SAR) was mentioned and planned to be completed before Feb 13. New project manager (F. Woods) from Vantage Point introduced; she will be responsible for filing the SAR. Adjourned at 6:00pm.

#### 7. **Financial Report.**

- **Reviewed warrants** from November 2025, December 2025, and January 2026. Chair presented Warrant cover sheets only, describing that the warrant package includes the invoices from each vendor. Discrepancy was noted in warrant signature placement: D. Neary (RRPC) signature appeared twice on some warrant cover sheets; Laura confirmed she has signed all warrants though her signature was placed at the end of the document package by Adobe Acrobat signature tool. F. Woods pulled up the warrant with Laura's signature to show the placement. L. Cadwell expressed concern about inconsistent presentation of warrant documents (dates/signature placement). Chair Black will ask the treasurer to present the warrant consistently with both signatures appearing on the warrant cover sheet (ie., page 1 of each warrant).
- **Approval of Warrants.** Motion made by L. Cadwell, second by M. Teetor. Warrants approved by the Board unanimously.
- **Quarterly financial summary.** Chair Black presented the financial summary.
  - i. Pre-construction grant fund summary presented. Awarded grant total and amount spent to date with remaining funds available presented.
  - ii. Bank balance presented.

#### 8. **Chair Report:**

- **End of grant funds this year.** Pre-construction grant ends on 9/30/2026.
- **Reducing Operating Costs.** OCCUD will need to reduce our operating costs. Chair described strategies to reduce OCCUD's operating costs including - Discontinue Vantage Point Solutions services and transfer any remaining tasks to OCCUD volunteers. Change to a less expensive website manager (potential savings of a few thousand dollars). No longer use a bookkeeper; Rutland Regional Planning Commission to maintain QuickBooks for finances. We expect a reduced need for auditing services. Discuss with VCUDA whether Otter Creek will remain members or change membership dues to a significantly reduced amount (current is \$10,000/year ). Aim is to reduce annual operating budget to under \$25,000.
- **2025 Financial Audit.** The decision was made during the discussion when filing the SAR last week, to proceed with a single federal audit (recommended by auditor, bookkeeper, treasurer staff at Rutland Regional PC). Chair Black checked whether a new RFP was required for an audit; legal counsel confirmed no new RFP needed because prior RFP covered audits for 2024 and 2025 and Batchelder Associates performed the audit in 2024. Chair Black notified Batchelder Associates, and they subsequently sent a letter of engagement (received a few hours before the meeting); Chair Black presented and read through the letter. Motion made to accept the letter of engagement and authorize the OCCUD chair and vice chair to sign; motion made by M. Teetor, seconded by L. Cadwell; all signified in favor to accept the letter of engagement



and sign the management and governance signature fields: Larry and Laura to sign as chair and vice chair.

- **May annual meeting.** Annual Meeting is scheduled for May 20, 2026. Appointments and Re-appointments are required to be sent to the OCCUD Chair(acting Clerk) by end of April. RRPC staff will assist to obtain appointment forms from all member district municipalities.
- **Sustainability Committee report.** Sustainability Committee is now meeting twice a month on Wednesday mornings at 9-10am. All Fidium CUDs are meeting with VCBB tomorrow to talk about reports going forward; message to VCBB: keep reporting simple and minimize additional requirements. Sustainability tasks to be done - Need to draft a final memorandum of understanding(MOU) for the sustainability committee; chair of the sustainability committee is contacting legal counsel to proceed with the MOU.
- **Reports to file:** Chair Received a new request for a simple property tax valuation filing report (CUD likely answers "no" to many items because they are a municipality).

-----**NO QUORUM as of 5:45. The following notes are informational only**-----

9. **CCI-Fidium Quarterly reports.** Q4 2025 NPS score was well above industry average. Speed and latency were good/acceptable per each tier.
10. **GoNetspeed Quarterly reports.** Speed and latency were good/acceptable per each tier.
11. **VCUDA report.** House bill H.898 has been introduced, it is a consumer protection/notification bill related to transitions from copper to fiber and notifications to customers, the State, and the E911 board. Battery backup was noted as a legislative issue to watch
12. **VCBB report .**
  - VCBB policy under consideration: recoupmnt and transfer of ownership policy (rules for if a CUD dissolves or assets/grants need transfer). VCUDA members raised concerns that current VCBB policy language may not fit all CUD scenarios and will require redrafting.
  - L. Courcelle reported on NTIA BEAD funding news and noted rural/Northeast Kingdom impacts; said at end of BEAD funding 99% of Vermont premises should have high-speed fiber available.
  - There was a Cybersecurity presentation at VCUDA Board meeting. It was on CISA best practices.
  - Open meeting law change discussed: to come out of executive session now requires a motion, second, and vote .
13. **Other Business.** None
14. **Next meeting - 5.20.26 Annual Meeting**
15. **Adjournment.** Adjourned at 5:55 pm.