



May 14, 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	2025	P
Mendon	Larry Courcelle, Vice Chair	2025	P
Benson	Steve Murray	2026	P
Sudbury	Mike Small	2025	P
Brandon	Peter Werner	2025	P
Hubbardton	Chris Custer	2025	P
Castleton	Leslie Cadwell	2025	P
Treasurer: Jackie Savela		2025	P
Guests:			

1. Vice Chair, Larry C. ran this meeting. Called to order at 5:01pm, started recording.
2. *Approval of agenda.* Motion by Leslie C., second by Peter W. Approved unanimously.
3. *Approval of previous meeting minutes – 4.16.2025 and 3.12.2025.* Motion by Leslie C., second by Peter W. Approved unanimously.
4. V-Chair Larry C. reviewed written Chair Report on OCCUD business:
 - a. *CUD-Triad Sustainability Committee*
 - i. Last meeting with Terry Dorsey and Jeff Tilton, we decided that we would not start convening on “triumvirate” planning until 2026. We may meet on occasion to discuss issues, progress, etc. during 2025.
 - b. *Single Audit*
 - i. Auditor said that the draft would be complete this week. First progress invoice received.
 - c. *Draft MOU for services by RRPC in 2025*
 - i. RRPC has provided a nearly final draft. No major changes since the last other than the decision to start the treasurer appointment and task on July 1, and that the appointed treasurer be the only signer of payments (which meets statute). Also, they are deciding internally which of two staff members to be named as the OCCUD treasurer.
 - d. *Bylaw amendment and Financial Procedure Policy amendment.*
 - i. Chair reported that she erred by not having an amended Bylaw available 3 weeks in advance of the Gov Bd meeting as required per the current bylaw.
 - ii. Chair proposes that we ask the Board to approve one new procedure, which will then be drafted into the Bylaws and can be adopted at next regular Governing Board meeting. The proposal is as follows:
 1. 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.

- e. *OCCUD Member Towns, Representative appointments.*
 - i. On the Draft Governing Board meeting Agenda - Note the Towns that have withdrawn. I have named these towns "District Non-member" Towns, as opposed to "District Member" towns. They will still get an annual report, their constituents are still welcome to contact OCCUD for assistance in obtaining connection to broadband.
 - ii. Note new representatives
 - iii. The website page 'About Us' needs to be updated with the new info.
 - f. *Annual Meeting Plans – Nominations, Treasurer Appointment, Review of NDAs, OCCUD responsibilities, Resources, volunteer positions.* We discussed nominations; all executive committee members have consented to serve another year as executive board members. Chair and Vice-chair have consented to continue to serve another year. Chair is willing to also be nominated for the Clerk position. Leslie C. volunteered to take on meeting minutes drafting so chair will delegate that responsibility to her.
5. *Report on partner-providers:*
- a. *CCI-update.* First quarterly report is just received, we will review at next meeting. Chair has asked CCI if there will be any further invoices. (VCBB wants to know if we are done using the Construction grant funds)
 - b. *GNS-update.* A press release went out, announcing their construction completion in Benson, Castleton, Hubbardton, and Sudbury. Chair provided a statement for them to quote – something like, how they have been a great partner in OCCUD mission to provide access to High-speed BB .
6. *Warrant and Financials.*
- a. Reviewed Warrant dated 5/14/25 V-Chair requested a motion to approve. Motion by Peter W., second by Chris C. Approved unanimously.
 - b. Mike Small inquired about the current financial status after the warrant payment and future funding projections. Larry Courcelle stated the CUD is sustainable for the next 10 years, with funding coming from CCI after the construction grant ends. Laura Black (Chair) clarified that the CUD is still on grants through 2026, followed by funding from all three CUDs through CCI. Laura didn't have exact current spending figures readily available but suggested reviewing Seward's reports. The preconstruction grant was up to \$1.4 million, with recent monthly spending around \$5,000-\$7,000. Mike Small inferred there should be enough grant money through 2026, with any remaining balance likely returning to VCBB. Laura Black (Chair) confirmed this and noted that the single audit and related work with Vantage Point have been the recent significant costs.
 - c. Rutland Regional Planning Commission Costs and Bookkeeping discussion - Laura Black (Chair) anticipated lower costs from Rutland Regional Planning Commission as they seemed to prefer hourly billing. Jacolyn Savela suggested that Seward's bookkeeping services might be discontinued after the grant ends, potentially saving \$700 per month, especially with a new hire at RPC. Transition of Financial Management Discussions with Rutland Regional Planning Commission indicated they would initially continue with Seward's for bookkeeping, but are aware of potential future changes. Transitioning financial management mid-year might be messy, with a potential start date of January 1, 2026.



7. *Grant reports (Vantage Point).* None
8. *Review Agenda Items for upcoming Annual Meeting and Governing Board meeting: Welcome new members, Review NDAs, OCCUD Responsibilities, Volunteering. Chair Report. CCI update. GNS update. Financial report. Grant reports.* We may ask the Board if we want to hold another annual picnic and who would like to organize it.
9. *VCUDA update (VCUDA Rep).* Larry Courcelle reported no new VCUDA updates since the last report, with a meeting scheduled for the following week. Their efforts to change the open meeting law were unsuccessful. VCUDA discussed the extensive work on BEAD grants.
10. *VCUDA Legislative Committee update (Laura B)*
 - a. Legislation on Open Meeting law – our request for an exception for CUD’s to require a physical location only when requested 48 hours in advance is probably not going to fly with the bill’s main sponsor and her supporters. CUD swill have to relay on the “hardship”plea for exception.
 - b. Continued discussion on how to influence the Affordability bill.
11. *VCBB update (Chair)* – The VCBB’s \$5.3 Million Digital Equity grant has been cancelled by the NTIA .
12. *Other Business.*
 - a. Mike Small inquired about the VCBB's Long Drop program funding. Laura Black (Chair) had not paid close attention but heard it was now complicated and potentially overengineered. Consolidated Communications now offers 2,000 ft extensions, and Laura hadn't heard of any long drop needs in their region. Laura offered to forward information on the program. Mike mentioned hearing about \$3.5 million available but acknowledged it might not be pertinent if CCI's and Gonet Speed's reach is sufficient. No recent constituent requests for long drop assistance were reported.
 - b. Peter Werner raised the idea of a summer picnic like the previous year. Laura Black (Chair) was open to the idea but noted the reduced meeting frequency and the previous funding by Consolidated and Gonet Speed. They agreed to add it to the next week's agenda for the governing board to consider, potentially as a potluck with small donations.
13. Next meeting - 08.13.25
14. Adjournment. Motion by Chris C. second by Steve M. Approved unanimously. Adjourned at 5:45pm

Google Meet joining info:

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

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