

## Chittenden County Communications Union District (CC CUD) Board Meeting

### Governing Board Meeting Minutes

#### Organizational Meeting

By remote audiovisual and audio conferencing via MS Teams  
Thursday, January 5, 2023 1:30PM

**Municipal representatives participating:** Jessie Baker, representing South Burlington, Erik Wells, representing Williston, Regina Mahony, representing Essex Junction, Lee Krohn, representing Shelburne, Andy Watts, representing Essex Town, John Abbot (arrived 1:55pm), representing Jericho

**Other's present:** Charlie Baker, Chittenden County Regional Planning Commission (CCRPC) Executive Director, Ann Janda, CCRPC Project Manager, Pam Brangan, CCRPC GIS Data & IT Manager, Nanette Rogers, Westford Town Administrator, Rob Fish, Deputy Director, Vermont Community Broadband Board (VCBB), Lucy Rogers, VCBB, Alex Kelley, Rural Innovations Solutions Inc. (RISI), Jane Woodson RISI

1. **Charlie Baker called the meeting to order at 1:32 PM.** Ann requested that funding opportunities be added to the agenda. Charlie added it as 2a.
2. **Public comment period on items NOT on the agenda – none**
  - a. VCBB staff recommend that the CC CUD apply for \$300K in preconstruction grant funds from VCBB. This funding would pay for administrative costs, consultant, and legal fees. CCRPC staff will begin working on a draft application for review at a future meeting.
3. **Consider approving draft bylaws.** Ann Janda explained that the draft bylaws are almost exactly the same as other VT CUDs with very minor differences. Erik Wells pointed out a typo. Regina Mahony asked to replace the word town with municipality and include City Council with Selectboards. *Jessie Baker motioned to approve with these edits. Lee Krohn seconded. Motion passed 5-0.*
4. **Consider Jericho's application to join CCCUD** *Erik Wells motioned to approve. Regina Mahony seconded. Motion passed 5-0.*
5. **Organizational meeting – election of officers for 1-year terms**
  - a. **Vote for Chair** *Lee Krohn motioned to elect Erik Wells as Chair. Jessie Baker seconded. Motion passed 5-0.*
  - b. **Vote for Vice Chair** *Erik Wells motioned to elect Regina Mahony as Vice Chair. Jessie Baker seconded. Motion passed 5-0.*
6. **Appoint Treasurer** *Jessie Baker motioned to appoint Charlie Baker as Treasurer. Erik Wells seconded. Motion passed 5-0.*
7. **Appoint Clerk** *Regina Mahony motioned to appoint Ann Janda as Clerk. Jessie Baker seconded. Motion passed 5-0.*

8. **Establishment of physical address:** CCRPC office, 110 West Canal Street, Suite 202 Winooski, VT 05404 offered as temporary address. *Regina Mahony motioned to approve. Lee Krohn seconded. Motion passed 5-0.*
9. **Authorize Clerk/Treasurer to open bank account** *Jessie Baker motioned to approve. Regina Mahony seconded. Motion passed 5-0.*
10. **Authorize Clerk to secure UEI number and SAM number to use for grant applications** *Lee Krohn motioned to approve. Regina Mahony seconded. Motion passed 5-0.*
11. **Approve certificate to be filed with the Secretary of State** *Lee Krohn motioned to approve. Jessie Baker seconded. Motion passed 5-0.*
12. **Consider approving conflict of interest statement** Ann Janda noted that the language is the same as Maple Broadband. Jessie noted that it appeared to be in line with VLCT's standard language. *Jessie Baker motioned to approve. Andy Watts seconded. Motion passed 5-0.*

(John Abbot, representing Jericho arrived)

13. **Consider procurement of insurance** Ann Janda noted that insurance is a requirement in order to apply for the preconstruction grant from VCBB. Since the CC CUD has no money yet, CCRPC will consider using Pandemic Response funds that have been used to support this project for the insurance, which could be around \$4,000. *Regina Mahony motioned to approve. Jessie Baker seconded. Motion passed 6-0.*

**14. Executive session to meet with Broadband Board consultant and staff**

*As per 30 V.S.A. § 3084 § 3084 confidential business information shall be exempt from public inspection and copying pursuant to 1 V.S.A. § 317(c)(9). (Added 2021, No. 71, § 11, eff. June 8, 2021.) Regina Mahony motioned to enter executive session with VCBB's consultant, CCRPC staff, VCBB staff, and Nanette Rogers, Westford Town Administrator. Jessi Baker Seconded. Motion passed 6-0.*

Board entered executive session at 2pm.

Board exited executive session at 3pm.

15. **Set schedule for future meetings** Ann will send a doodle poll, but noted that the group needs to set a regular schedule for meetings.

Adjourned 3:02pm

Respectfully submitted – Ann Janda, Clerk