

Chittenden County Communications Union District (CC CUD) Board Meeting

Governing Board Meeting Minutes

Thursday, January 25, 2023 3:00PM

Municipal representatives participating: Jessie Baker, representing South Burlington, Erik Wells, Chair, representing Williston, Regina Mahony, Vice Chair, representing Essex Junction, Lee Krohn, representing Shelburne, Andy Watts, representing Essex Town, John Abbot, representing Jericho

Other's present: Charlie Baker, Chittenden County Regional Planning Commission (CCRPC) Executive Director, Ann Janda, CCRPC Project Manager, Nanette Rogers, Westford Town Administrator, Brad Holden, Underhill Town Administrator, Lucy Rogers, Vermont Communications Broadband Board (VCBB), Alex Kelley, Rural Innovations Solutions Inc. (RISI)

1. **Erik Wells called the meeting to order at 3:04pm**
2. **There was no public comment**
3. **Executive session to meet with Broadband Board consultant and CCRPC staff to review Broadband Preconstruction Grant Application and 2023 draft budget**

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 to meet with VCBB's consultant, CCRPC staff, VCBB staff, Brad Holden, Underhill Town Administrator, and Nanette Rogers, Westford Town Administrator. Jessi Baker Seconded. Motion passed 6-0.

Board entered executive session at 3:05pm.

Board exited executive session at 3:50pm.

4. **Consider approving Preconstruction Grant Application to VT Broadband Board with any final edits**
Regina Mahony motioned to approve grant application with any technical edits, seconded by Lee Krohn. Motion passed 6-0. Ann will finalize and submit to the Vermont Communications Broadband Board (VCBB) on January 30. Staff anticipates that the application will be reviewed by the VCBB at their February 13th meeting. This grant will provide some operating funds for the CCCUD.
5. **Consider approving minutes from January 5, 2023**
Lee Krohn motioned to approve, seconded by Jessie Baker. Motion passed 6-0.
6. **Clerk's Report**
CCCUD Clerk, Ann Janda attended the Vermont Communications Union District Association (VCUDA) meeting on January 17. She believes the CCCUD should become a member in order to learn from other CUDs and advance CCCUD's goals. Ann also applied for insurance certificates

for Public Officials Liability, General Liability, and Workers Compensation. CCRPC will cover this expense for now. The CCCUD may not be able to purchase Workers Compensation insurance until there is an employee. The CCCUD now also has certification from the Secretary of State, a tax ID number, and a unique entity identifying number for SAM.gov for federal grants.

7. Treasurer's Report

CCCUD Treasurer, Charlie Baker attended the Vermont Communications Broadband Board (VCBB) January meeting where he introduced the CCCUD to the VCBB.

8. Consider approving purchasing policy

Regina Mahony motioned to approve purchasing policy, seconded by Jessie Baker. Motion passed 6-0.

9. Set schedule for future meetings

The Board will meet the 2nd and 4th Wednesdays of the month at 3pm.

10. Future agenda items

The Board asked the Clerk to invite a SoVT CUD board member and Bennington County RPC staff member to attend the February 8 meeting to learn more about CUD operations.

11. *Regina Mahony motioned to adjourn, seconded by Jessie Baker. Passed 6-0. Adjourned 4:30pm*

Respectfully submitted – Ann Janda, Clerk