

Chittenden County Communications Union District (CC CUD) Board Meeting

Governing Board Meeting Minutes

Wednesday, February 8, 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, Marguerite Ladd, representing Essex Town, Nanette Rogers, Westford Town Administrator/representing Westford, Brad Holden, Underhill Town Administrator/representing Underhill. *John Abbot (Jericho) was not present.*

Other's present: Charlie Baker, Chittenden County Regional Planning Commission (CCRPC) Executive Director, Ann Janda, CCRPC Project Manager, Pam Brangan, CCRPC GIS Data and IT Manager, Alex Kelley, Rural Innovations Solutions Inc. (RISI), Jane Woodson, RISI, Sheila Kearns, SoVT CUD Clerk, Eric Hatch, SoVT CUD Board Chair, Pam Mackenzie, Mac Mountain

1. Erik Wells called the meeting to order at 3:05pm

2. There was no public comment

3. Consider approving minutes from January 25, 2023

Lee Krohn motioned to approve, seconded by Jessie Baker. Motion passed 5-0.

4. Consider Westford's application to join the CCCUD

Lee Krohn motioned to approve, seconded by Jessie Baker. Motion passed 5-0.

5. Consider Underhill's application to join the CCCUD

Nanette Rogers motioned to approve, seconded by Lee Krohn. Motion passed 6-0.

6. Dialogue with Sheila Kearns, Clerk for SoVT CUD and Eric Hatch, Chair SoVT CUD

Sheila and Eric explained that SoVT CUD formed in 2020. Then RISI developed a feasibility study. They recommended that due to high cable coverage, SoVT CUD should either partner with another CUD or develop a public/private partnership with CCI. SoVT CUD eventually signed a 20-year contract with CCI and have a very good relationship with them. They have relied on RISI (RFP Process), CTC (data validation), and Primer and Piper (legal representation) as consultants. They also received support from the VT Community Broadband Board (VCBB). Bennington County Regional Commission (BCRC) provides the executive director function. SoVT CUD owns some of its infrastructure, which it is legally required to own since it was purchased with public funds. CCI will own infrastructure that it pays for, so this will happen when the lines are replaced at some point down the road.

7. Clerk's Report

- Preconstruction application will be reviewed by VCBB Board Monday, February 13 at 1pm. Erik and Ann will attend.
- Working on a draft ED job description for next CCCUD Board meeting

- Insurance policies being sent today or tomorrow.
 - General liability
 - Public officials
 - VCBB said we could wait to purchase Worker's Compensation until we have an employee

8. Treasurer's Report

Nothing to report until we have funding.

9. Future agenda items

- a. Invite Maple CUD Executive Director
- b. Develop draft Executive Director Job Description

10. Adjourned 4:00pm

Respectfully submitted – Ann Janda, Clerk