

Chittenden County Communications Union District (CCCUD) Board Meeting

Governing Board Meeting Minutes

Friday, April 7, 3:00pm

Municipal representatives participating: Erik Wells, Chair, representing Williston, Regina Mahony, Vice Chair, representing Essex Junction, Nanette Rogers, representing Westford, Brad Holden, representing Underhill, Lee Krohn, representing Shelburne. *Not present: Jessie Baker, representing South Burlington, Marguerite Ladd, representing Essex Town, John Abbott, representing Jericho*

Others present: Charlie Baker, Chittenden County Regional Planning Commission (CCRPC) Executive Director, Ann Janda, CCRPC Senior Energy Project Manager

1. **Call to order; changes to the agenda** | Erik Wells called the meeting to order at 3:15
2. **Public comment period on items NOT on the agenda** | There was no public comment.
3. **Consider approving minutes from March 22, 2023**
Lee Krohn moved to approve, seconded by Nanette Rogers. Motion passed unanimously.
4. **Review and consider approving answers to questions about the RFP for Consultant and Project Manager**
Charlie Baker led the discussion about edits to answers. Ann Janda will post final answers on CCCUD web page and email those who sent questions by Friday, April 14.
5. **Discuss submitting a letter of interest to the [Northern Border Regional Commission Catalyst Grant Program](#)**
After a brief discussion of the 50% match requirement, 20% non-federal funds requirement, the project readiness requirement, and the requirement that the infrastructure must be publicly owned and controlled, it was decided not to submit a letter of interest this year. The CCCUD will investigate it again next year when more is known about its project.
6. **Clerk's Report**
Ann Janda reported that the RFP for Consultant Services was posted in all the recommended online forums and sent to consultants that had previously reached out to CCCUD. Ann shared a few notes from the 3/28 VCUDA meeting. VCUDA is looking to have a financial advisor on retainer to be available to assist CCCUD's with services such as grant assistance, letter of credit assistance, make ready support, and the BEAD program. VCUDA is looking to finalize a contract at its next meeting. Erik Wells said he would attend the next VCUDA meeting on 4/11.
7. **Treasurer's Report**
Charlie Baker said that we have not received the preconstruction grant funds yet, so he did not have a report.
8. **The meeting was adjourned at 3:36PM.**
Respectfully submitted,
Ann Janda, Clerk