

Chittenden County Communications Union District (CCCUD) Board Meeting

Governing Board Meeting Minutes

Wednesday, May 24, 3:00pm

Municipal representatives participating: Regina Mahony, Vice Chair, representing Essex Junction, Brad Holden, representing Underhill, David Solomon, representing Shelburne, Marguerite Ladd, representing Essex Town, John Abbott, representing Jericho (joined at 3:12), Nanette Rogers, representing Westford, Jessie Baker, representing South Burlington, and Erin Dickinson, Alternate representing Williston

Not present: Erik Wells, Chair, representing Williston

Others present: Charlie Baker, CCRPC Executive Director and CCCUD Treasurer, Ann Janda, CCRPC Senior Energy Project Manager and CCCUD Clerk

1. **Call to order; changes to the agenda** Regina Mahony called the meeting to order at 3:06pm.
2. **Public comment period on items NOT on the agenda** | There was no public comment.

3. **Consider approving minutes from May 10, 2023**

Jessie Baker moved to approve, seconded by David Solomon. Motion passed with Nanette Rogers and Erin Dickinson abstaining.

4. **Executive session to discuss consultant interviews and next steps**

Marguerite Ladd motioned to enter executive session 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). Seconded by Nanette Rogers. Motion passed unanimously.

Entered Executive Session at 3:08pm

Exited Executive Session at 3:17pm

David Solomon motioned the CCCUD to begin work with Mission Broadband Incorporated (MBI) on RFP consulting and project management pending legal review of contract and that the CCCUD Board authorizes signature of contract after legal review with nothing more than de minimis changes by legal council. Seconded by John Abbot. Motion passed unanimously.

5. **Consider authorizing signature on legal services letter of engagement**

Brad Holden motioned to authorize the Chair to sign the legal services letter of engagement with Attorney Andrew Montroll of the Firm Montroll, Oettinger & Barquist. Seconded by Jessie Baker. Motion passed unanimously.

6. **Clerk's Report**

Ann Janda reported that she submitted the second monthly preconstruction grant report to the Vermont Community Broadband Board (VCBB) grant administrator. She also requested recommended insurance coverage from the consultant from CCCUD's insurance broker. She noted that the VCBB grant agreement requires that the final contract with the consultant must be provided to the VCBB with a memo detailing sections or pages that should be redacted and explanations why they should be confidential. Charlie Baker said to check on that with the attorney

and MBI. Ann noted that she, Charlie Baker, and Regina Mahony met with the Vernonburg Group, the consultant hired by the VCBB to assist with the Federal Broadband, Equity, Access and Deployment (BEAD) funding, on Thursday May 18. The Vernonburg Group will send out a BEAD request for information to all Vermont's CUDs and the Board will have 30 days to respond. This will be put on the agenda for the next meeting.

7. Treasurer's Report

Charlie Baker reviewed the financial report for April. The only expenses in April were CCRPC staff time of totaling 32.5 hours at a cost of \$3,092.72. The current fund balance is \$286,688.34.

8. VCUDA Update

Erik Wells was not present, so there was no update. Ann Janda will attend the next VCUDA meeting.

9. The meeting was adjourned at 3:44

Respectfully submitted, *Ann Janda, Clerk*