

## Chittenden County Communications Union District (CCCUD) Board Meeting

### Governing Board Meeting Minutes

Wednesday, June 14, 3:00pm

**Municipal representatives participating:** Regina Mahony, Vice Chair, representing Essex Junction, David Solomon, representing Shelburne, Marguerite Ladd, representing Essex Town, John Abbott, representing Jericho, Nanette Rogers, representing Westford, Jessie Baker, representing South Burlington, and Michael Vance, representing Williston

*Absent: Brad Holden, representing Underhill*

**Others present:** Ann Janda, CCRPC Senior Energy Project Manager and CCCUD Clerk, Lucy Rogers, VCBB Rural Broadband Technical Assistance, and Breese McIlvaine, the Vernonburg Group

1. **Call to order; changes to the agenda** Regina Mahony called the meeting to order at 3pm.
2. **Public comment period on items NOT on the agenda** | There was no public comment.
3. **Consider approving minutes from May 24, 2023**  
*John Abbot moved to approve, seconded by Jessie Baker. Motion passed.*

#### 4. Election of new Chair

Erik Wells is no longer Chair now that Michael Vance is Williston's Representative and Erik and Erin Dickinson are Williston's Alternates.

*Jessie Baker motioned to elect Regina Mahony as CCCUD Chair, seconded by Nanette Rogers. Motion passed. Michael Vance motioned to elect John Abbot as CCCUD Vice Chair, seconded by David Solomon. Motion passed.*

#### 5. Status of Contract for Consultant Services and Project Management and next steps with Mission Broadband

The contract for consultant services and project management was reviewed by legal counsel and signed by Erik Wells (while he was still Chair) and by Mission Broadband. The CCCUD Board supported Regina Mahony, Chair, Michael Vance and Ann Janda, Clerk to hold a kickoff meeting with Mission Broadband to get the RFP and project management work started.

#### 6. Job description/ad for CCCUD Board representatives

All CCCUD member municipalities either have appointed, or are in the process of appointing, longer-term representatives. Nanette Rogers noted that Westford has a volunteer that is interested, but the meeting time doesn't work for them due to a full-time job. She asked if the Board would consider meeting later in the day. The consensus was not now, but possibly in the future.

#### 7. VCBB [BEAD Program RFI](#) – deadline for submission is June 20, 2023

Lucy Rogers, Rural Broadband Technical Assistance at VCBB and Breese McIlvaine of the Vernonburg Group (Consultant for VCBB) explained that the request for feedback and all the outreach they are doing is a necessary requirement to access the Federal Broadband Equity Access and Deployment (BEAD) funds. Vermont could receive anywhere from \$100M to \$350M and VCBB will administer

the funds. The CCCUD Board and its individual members can respond to the RFI or give feedback to the VCBB in any form including email or verbally. The CCCUD Board supported the Chair, Regina Mahony, to develop some input after having a briefing with Mission Broadband.

#### **8. Clerk's Report**

Ann Janda reported that she submitted the May preconstruction grant report to the Vermont Community Broadband Board (VCBB) grant administrator. She also received a certificate of insurance from Mission Broadband. She noted the following updates from two VCUDA meetings:

- The Vernonburg Group will be doing outreach to areas with community action agencies in order to help inform the BEAD digital equity plan.
- VCUDA's legislative agenda for summer is to get ready for next January - primarily engagement around 5-yr plan and Federal Broadband Equity, Access and Deployment (BEAD) program
- VCUDA representatives met with GMP regarding make-ready issues. Expecting a draft MOU from GMP to have commitments in writing.
- VCUDA receiving \$850K Northern Borders grant. Will cover the hiring of a coordinator and to pay for some shared financial services.

#### **9. Treasurer's Report**

Ann Janda reviewed the financial report for May. The only expenses in May were CCRPC staff time of totaling 40 hours at a cost of \$ 3,885.05. The current fund balance is \$282,803.29.

#### **10. The meeting was adjourned at 4:12.**

Respectfully submitted, *Ann Janda, Clerk*