

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

### Governing Board Meeting Minutes

Wednesday, August 9, 3:00pm

**Municipal representatives participating:** David Solomon, representing Shelburne, Hubie Norton, representing Essex Town, John Abbott, Vice Chair, representing Jericho, Nanette Rogers, representing Westford, and Mike Vance, representing Williston, Jessie Baker, representing South Burlington

*Absent: Regina Mahony, Chair, representing Essex Junction, Brad Holden, representing Underhill*

**Others present:** Ann Janda, CCRPC Senior Energy Project Manager, CCCUD Clerk, Charlie Baker, CCRPC Executive Director and CCCUD Treasurer, and Mike Reed, Jeff Nevins, and John Dougherty from Mission Broadband (MBI), CCCUD's Consultant

1. **Call to order** John Abbot called the meeting to order at 3:02pm.

**Changes to the agenda** Ann Janda asked for the Board to add two votes. One to support VCUDA's sign on to an open letter regarding the BEAD funding letter of credit requirement. The other to add CCCUD's support by also signing on to the letter.

Discussion: Mike Reed of MBI said the letter wasn't exactly how we would write it, but there is no downside for the CCCUD to support VCUDA and sign on. David Solomon said that the letter of credit requirement is not unusual, but he understands that this will be challenging for small providers. Mike Vance has some concerns about the letter, but he agrees that there would be no harm in supporting it.

*John Abbot motioned that CCCUD as a VCUDA member endorses the signing of the open letter regarding the BEAD funding letter of credit requirement, seconded by Mike Vance. Motion passed.*

*John Abbot motioned that CCCUD will sign on as an individual organization regarding the BEAD funding letter of credit requirement, seconded by Mike Vance. Motion passed.*

2. **Public comment period on items NOT on the agenda** | There was no public comment.

3. **Consider approving minutes from July 26, 2023**

*John Abbot moved to approve, seconded by David Solomon. Motion passed.*

4. **MBI: Status of broadband coverage mapping and gap analysis for all eight municipalities**

Mission Broadband (MBI) staff reported that this was in progress and the goal was to complete it by August 25. Ann Janda noted that the next CCCUD Board meeting is August 23. MBI said they would work to make August 23 the deadline.

5. **MBI: Scope of work for project management**

Jeff Nevins of MBI reviewed the proposed scope of work for project management listed below:

- MBI will assist the CCCUD's project team in drafting meeting agenda content & topics.
- VCUDA Meetings – MBI and the CCCUD will coordinate coverage of meetings.

- BEAD planning and grant opportunities – MBI will assist the CCCUD with BEAD planning and future grant application opportunities.
- VCBB Policy Discussions – MBI will monitor and keep CCCUD updated on activities.
- Meetings – MBI will participate in biweekly CCCUD Board meetings and weekly check-in meetings with Ann Janda and staff, as applicable.

**Project Proposal with Assumptions:**

- Any project management work within the scope of this proposal and agreed upon by the CCCUD, will be billed at a rate of \$200.00 per hour.
- Any significant miscellaneous expenses incurred as a result of this project (i.e., document reproduction, travel, mailings, etc.) will be billed to the CCCUD.

Hubie Norton asked MBI to clarify if the \$200/hour is per person at MBI or per engagement hour. Mike Reed of MBI said it will be per engagement hour, not per person.

*Jessie Baker motioned to approve the Mission Broadband Scope of Work for Project Management as written in the August 4, 2023 document. Seconded by Mike Vance. Motion passed.*

**6. BEAD Funding and VCBB Accountability Policy Updates**

BEAD: The VCBB is finalizing volume one of Vermont’s 5-year Action Plan for the BEAD funding after receiving comments from VCUDA. VCBB staff will submit it to the NTIA by August 28. They will open up volume two of Vermont’s 5-year Action Plan for public comment September 12 through October 12.

Accountability Policy: Vermont CUDs and Consolidated and Waitsfield & Champlain Valley Telecom recently gave feedback to the VCBB Board on VCBB’s draft accountability policy update. All providers have concerns about the lien requirement and that some aspects of the draft policy could cause problems with financing.

**7. Clerk’s Report**

- Ann Janda attended 7/28 VCBB Meeting
  - Vermont CUDs and Consolidated and Waitsfield & Champlain Valley Telecom gave feedback on VCBB’s draft accountability policy update. Most were concerned about the lien requirement. NEK noted that liens might be necessary, but the way they are executed is very important. Consolidated said liens might not be acceptable in agreements with CUDs and Champlain and Waitsfield Telecom said that liens must not make it more difficult for any of the entities to get loans/financing.
- Ann Met with Mission Broadband, CCCUD’s consultant to discuss project management
- Ann worked on question of support for LOC letter
- Ann attended VCUDA Aug. 8 Board Meeting as Alt. Rep. in Regina’s absence
  - PSD has a new Director of Telecommunications and Connectivity, Hunter Thompson. Can help with regulatory matters
  - VCUDA has a new employee starting on 8/12, Andrew Tarley, who will help with minutes and other tasks.
  - VCUDA subgroups working on conflict-of-interest policy and VT Digital Equity Plan

- VCUDA submitted comments on draft 5-year action plan. Lucy Rogers of VCBB staff said comments are very specific and helpful.
- VCUDA voted to sign onto open letter regarding the LOC requirement for BEAD funding. Ann abstained until CCCUD could discuss and vote on it today.
- Lucy Rogers noted that at its next meeting, the VCBB Board will discuss: The Scott Administration is borrowing \$20M of the \$30M that the Administration had set aside for BEAD match to address flood relief. The Administration is confident they can pay it back in time for use.

**8. Treasurer's Report**

Charlie Baker said the report for July is not ready yet. He will review it at the next meeting.

**9. The meeting was adjourned at 3:53.**

Respectfully submitted, *Ann Janda, Clerk*