

Chittenden County Communications Union District (CCCUD) Board Meeting

Governing Board Meeting Minutes

Wednesday, August 23, 3:00pm

Municipal representatives participating: David Solomon, representing Shelburne, Hubie Norton, representing Essex Town, John Abbott, Vice Chair, representing Jericho, Brad Holden, representing Underhill, Mike Vance, representing Williston, and Jessie Baker, representing South Burlington

Absent: Regina Mahony, Chair, representing Essex Junction, Julia Andrews, Representing Westford

Others present: Ann Janda, CCRPC Senior Energy Project Manager and Jeff Nevins from Mission Broadband (MBI), CCCUD's Consultant

1. **Call to order** John Abbot called the meeting to order at 3:07pm.
2. **Public comment period on items NOT on the agenda** | There was no public comment.
3. **Consider approving minutes from August 9, 2023**

Hubie Norton noted that the August 9 minutes had a July Date. He also pointed out that if there is a suggestion for a change to the agenda, it should be voted on.

David Solomon moved to approve with the edit to the date, seconded by Jessie Baker. Brad Holden abstained. Motion passed.

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

Jeff Nevins of Mission Broadband (MBI) staff said that MBI wants to make sure the map matches the funding mechanism. Ann Janda emailed Lucy Rogers to confirm Vermont Community Broadband's (VCBB's) definition of underserved. MBI is also wondering if funding covers fixed wireless. Mike Vance will look into this question. Brad Holden noted that the legislation says "by wire or radio." MBI can also confirm with VCBB. Jeff thinks MBI will have a completed map by the next meeting on September 13.

5. **Discussion: Shelburne to use \$50,000 of ARPA funds for startup costs related to Chittenden County Communications Union District. Shelburne will require a presentation on how funds were spent.**

David Solomon will look at the Shelburne Selectboard minutes to see exactly what the motion says in order to confirm any requirements. He thinks all they would like is a presentation from him on how the funds were spent.

6. **Discuss Strategy for Budget, Annual Audit, and Annual Report**

A. Budget

Ann Janda previewed a draft budget for FY24 that she and Charlie Baker just developed. Mike Vance asked if the \$2.2M in VCBB Construction Grant funds should be added to the revenue column. Brad Holden thinks that GASB standards govern the CCCUD since it is a municipality,

and that budgets should not include future grant revenue if not already awarded. He will confirm with Underhill's Finance Director. Ann will send the draft budget to MBI for their comments as well. This item will be on the next meeting's agenda as a further refined draft for discussion. As per statute, the CCCUD must hold a public hearing on the budget by November 15 to receive comments from the legislative bodies of the district members. Notice of the hearing must be delivered to the legislative bodies at least 15 days in advance. Ann thinks that the public hearing could be held at the November 8 meeting, and the notice can be sent/publicized on October 24.

B. Audit

Ann Janda said that since CCCUD is on a calendar fiscal year, the audit can be performed in the spring. VCUDA is working to put an auditor on retainer for all the CUDs.

C. Annual Report

Ann Janda said that CCCUD needs to do an annual report every year. This can also be done in the spring after the audit.

7. Clerk's Report

Ann and Jeff Nevins Attended 8/22 VCBB Meeting. Most relevant info:

- VCUDA trying to schedule day at the legislature
- Need to develop specific agenda for next legislative session
- RFP for expert financial/HR assistance – two proposals. This would be to develop best practices and ways to implement them. Voted to let financial subcommittee choose best respondent.
- BEAD 5-year plan: Vol 1 = mapping (complete), Vol II = how state will select subgrantees, matrix, compliance with federal requirements, etc. - first draft will be avail. as part of VCBB board packet 9/5.

8. Treasurer's Report

In Charlie Baker's absence, Ann Janda shared the July financial report. The only expense in July was the second quarterly payment toward VCUDA dues of \$2,334.33. There is \$277,236.29 left in preconstruction grant funding. Shelburne's contribution will add \$50,000 to this total.

9. The meeting was adjourned at 4:04.

Mike Vance motioned to adjourn. Seconded by Brad Holden. Motion passed.

Respectfully submitted, *Ann Janda, Clerk*