

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

### Governing Board Meeting Minutes

Wednesday, November 8, 3:00pm

**Municipal representatives participating:** David Solomon, representing Shelburne, Angelike Contis, alt. representing Jericho, Mike Vance, representing Williston, Regina Mahony, Chair, representing Essex Junction, Hubie Norton, representing Essex Town, Tim Barritt, representing South Burlington, and Brad Holden, representing Underhill

*Absent: John Abbot, representing Jericho and Julia Andrews, representing Westford*

**Others present:** Ann Janda, CCRPC Senior Energy Project Manager and CCCUD Clerk, Mike Reed (MBI), Lee Willette, (MBI), and Jeff Nevins (MBI)

1. **Call to order** Regina Mahony called the meeting to order at 3:02pm.
2. **Public comment period on items NOT on the agenda** | There was no public comment.
3. **Consider approving minutes from October 25, 2023**

*Tim Barritt moved to approve, seconded by Mike Vance. Motion passed. Brad Holden abstained.*

4. **Public Hearing to receive comments on the proposed CCCUD FY24 Budget.**

*Mike Vance motioned to open the public hearing, seconded by David Solomon. Motion passed.*

Public Hearing opened at 3:08.

Brad Holden noted that [VSA Title 30, Chapter 82 Section 3075 \(7\)](#) says that the budget needs to include anticipated revenues from all sources. He suggested that we include the anticipated \$2.17M in VCBB Construction Grant funding in the FY24 Budget. David Solomon said that we could make a note that the funds have yet to be applied for. Ann Janda said that Charlie Baker can include this change along with changes to CCRPC staff costs in the revised budget he presents to the CCCUD at the next meeting and can give his thoughts on this. The Board needs to finalize the budget on or before December 15.

The Board moved on to other items while the public hearing was open in case anyone joined the meeting to make comments.

5. **MBI: Presentation of Draft RFP and Next Steps**

**Mapping:** Jeff Nevins explained that Fidium Fiber shared the map of its broadband rollout, which includes 34 locations in Williston, 23 in Essex, and 5 in Essex Junction. Jeff also reviewed Shelburne numbers with David Solomon and found 43 locations that are not true locations. Mike Vance noted that this brings the total numbers of locations to 700, which is exactly what VCBB's map shows. (See MBI's numbers below.)

Municipality	Population	Total Locations	Total Unserved & Underserved	Unserved <25/3	Underserved	% <100/20 and <25/3
Williston*	10,103	3,241	166	160 (34)	6	5.12%
Westford	2,062	727	104	104	0	14.30%
Underhill	3,129	1,085	138	132	6	12.72%
S. Burlington	20,292	5,361	27	22	5	.5%
Shelburne	7,717	2,585	151	140 (43)	11	5.84%
Essex*	11,504	3,339	150	145 (23)	5	4.49%
Essex Jct.*	10,590	2,950	5	5 (5)	0	.2%
Jericho	5,014	1,827	99	97	2	5.42%
<b>Totals</b>	<b>70,411</b>	<b>21,115</b>	<b>840</b>	<b>805 (105)</b>	<b>35</b>	<b>3.98%</b>

**RFP:** Jeff then shared his screen to review a draft RFP. Ann Janda said it should probably include clear criteria for choosing providers to partner with. Regina Mahony agreed. Mike Vance said it was likely all in there, it just needs to be clear that it is the criteria. Jeff asked how the Board wants to review and edit. After much discussion, it was decided that Mike Vance would assist Ann Janda in working with MBI to finalize. Jeff said he would clean up the document and send to Ann and Mike. Mike and MBI will present a semi-final draft for Board approval at the December 6 meeting. If substantial changes need to be made, the Board will meet again on December 13.

**6. With change in Essex Junction Representative, the Board voted for a new Chair and Vice Chair.**

*Brad Holden motioned to appoint Mike Vance Chair and Julia Andrews Vice Chair. Hubie Norton seconded. Motion passed.*

**7. Clerk's Report**

Ann reviewed the [Clerk's Report](#).

**8. Treasurer's Report**

There was no Treasurer's Report

Regina Mahony noted that the Town of Fletcher may be interested in joining the CCCUD at some point down the road.

**Public Hearing:** *David Solomon motioned to close the Budget Public Hearing. Angelike Contis seconded. Motion passed.*

**9. The meeting was adjourned at 4:31.**

Respectfully submitted, *Ann Janda, Clerk*