

Chittenden County Communications Union District (CCCUD) Board Meeting

Governing Board Meeting Minutes

Wednesday, December 6, 3:00pm

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

Absent: Julia Andrews, Vice Chair, representing Westford

Others present: Charlie Baker, CCRPC Executive Director and CCCUD Treasurer, Ann Janda, CCRPC Senior Energy Project Manager and CCCUD Clerk, Mike Reed (MBI), Lee Willette (MBI), and Jeff Nevins (MBI)

1. **Call to order** Mike Vance 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 November 8, 2023**

David Solomon moved to approve, seconded by Marta Pauer Tursi. Motion passed.

4. **Discuss St. George Selectboard vote to join CCCUD.**

Mike Vance noted that St. George is the most served area in Chittenden County and anything un or underserved will be taken care of by Waitsfield and Champlain Valley Telecom (WCVT), which is receiving funds from VCBB to cover St. George. However, the house site mentioned in an email to Charlie Baker, is partly in Shelburne and not covered by WCVT. This address has been added to CCCUD's RFP for a service provider and CCCUD plans to include it in its potential coverage. Brad Holden suggested that in regard to membership, since there was no official request from St. George and no one present to make an official request, it should be tabled until the CCCUD receives some sort of official application.

Angelike Contis motioned to table until the CCCUD Board receives an official request to join, seconded by Hubie Norton. Motion passed.

5. **Consider approving the final draft of the FY24 Budget.**

Hubie Norton motioned to approve the FY24 Budget as presented, seconded by Marta Pauer Tursi. Motion passed.

6. **Consider approving final draft RFP and discuss next steps**

Hubie Norton submitted a few edits in writing, which were reviewed and discussed by the CCCUD Board and MBI.

Brad Holden motioned to approve the RFP with Hubie's edits, seconded by David Solomon. Motion passed.

Mike Vance will review after final edits and Mission Broadband will publish on December 8. Mission Broadband will check with state statute regarding any requirements involved with RFPs. RFP timeline below:

Milestone	Target Date
CCCUD RFP Release Date	December 8, 2023
All Written Questions Submitted	December 22, 2023
Response to All Questions Posted	December 27, 2023
Proposals Due by 5:00PM Eastern	January 12, 2024
Award Date	January 25, 2024

7. Set date for next meeting

Given the timeframe above, and other than preparing an RFP for audit services, the CCCUD Board agreed that there is no need to meet again until **January 17**, and that this would be the Annual Meeting where officers will be elected. All representatives will need to be reappointed by their municipal legislative bodies prior to this meeting.

Brad Holden motioned to authorize the Chair and Clerk to finalize and publish an RFP for financial audit, seconded by David Solomon. Motion passed.

8. Clerk's Report

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

9. Treasurer's Report

Charlie Baker reviewed the October [Finance Report](#). The November Finance Report is not complete yet.

10. The meeting was adjourned at 4:00.

Respectfully submitted, *Ann Janda, Clerk*