

# Chittenden County Communications Union District

110 West Canal Street, Suite 202, Winooski, Vermont 05404

## **2023 Annual Report**

Approved by CCCUD Board April 10, 2024

### **Executive Summary**

The Chittenden County Communications Union District (CCCUD) had a busy first year. After five Chittenden County municipalities (*Essex, Essex Junction, Shelburne, South Burlington, and Williston*) voted yes to enter into a communications union district, three more municipalities joined (*Westford, Underhill, and Jericho*). The CCCUD Governing Board held its organizational meeting on January 5, 2023, and with the support of the Chittenden County Regional Planning Commission, began meeting twice a month to begin the effort to provide high speed internet service to the unserved and underserved locations within the district. The CCCUD received a \$300,000 preconstruction grant from the Vermont Community Broadband Board (VCBB) and with those funds hired a consultant to develop an RFP to form a public private partnership with one or more internet service providers.

### **2023 Activities and Plans for 2024**

#### **Activities in 2023**

- The CCCUD formed and registered with the Secretary of State's Office.
- Bylaws, Purchasing Policy, and Conflict of Interest Policy were developed and adopted
- A high-level business plan and strategy was completed by Rural Innovations Strategy, Inc. – The plan supports a goal to pursue a public/private partnership with one or more internet service providers. Building a stand-alone network is not feasible.
- A \$300K Vermont Community Broadband Board (VCBB) Preconstruction Grant was applied for and approved.
- The CCCUD joined the Vermont Communications Union Districts Association (VCUDA).
- An RFP was developed to hire a consultant to assist in realizing the business plan.
- Mission Broadband Inc. was chosen as an RFP consultant and project manager as needed.
- The Town of Shelburne provided another \$50K in municipal ARPA funding for general CCCUD start up activities.
- The FY24 Budget was developed, a public hearing held, and a final budget was adopted.
- Mission Broadband analyzed the FCC broadband coverage map and finalized RFP for internet service providers – which was released on December 8, 2023.

#### **Anticipated next steps in 2024**

- Receive proposals from internet service providers.
- Finalize a contract with one or more internet service providers to provide broadband service to all unserved and underserved locations in the district (~700+ locations).
- Develop an application to VCBB for \$2.1M in Construction Grant funds to begin the work – how this goes will determine next steps.
- View minutes and learn more at: <https://www.ccrpcvt.org/our-work/broadband/>

Chittenden County Communications Union District  
Income Statement for January 2023 - December 2023

Ordinary Income/Expense

Income	Budget	Actual	Difference
<b>Revenue - Cash Basis</b>			
VCBB Pre-Construction Grant	\$75,000	\$75,000	\$0
Town of Shelburne	\$50,000	\$50,000	\$0
CCRPC "In-Kind"	\$25,564	\$25,564	\$0
<b>Total Project Revenue</b>	<b>\$150,564</b>	<b>\$150,564</b>	<b>\$0</b>
<b>Expense</b>			
<b>Project - Expenses</b>			
Project - Insurance	\$3,070	\$3,069	-\$1
Project - Dues/Subscriptions	\$7,003	\$7,003	\$0
Project - Legal	\$2,000	\$743	-\$1,258
Project - Consultant	\$20,000	\$10,500	-\$9,500
<b>Total Project - Expenses</b>	<b>\$32,073</b>	<b>\$21,315</b>	<b>-\$10,758</b>
<b>Personnel</b>			
CCRPC Staff Time	\$23,000	\$21,988	-\$1,012
CCRPC "In-Kind"	\$25,564	\$25,564	\$0
<b>Total Personnel</b>	<b>\$48,564</b>	<b>\$47,552</b>	<b>-\$1,012</b>
<b>Total Expense</b>	<b>\$80,637</b>	<b>\$68,867</b>	<b>-\$11,770</b>
<b>Net Ordinary Income</b>	<b>\$69,927</b>	<b>\$81,697</b>	<b>\$11,770</b>

Cash Actual \$125,000

Expenses Actual \$43,303

\$81,697 Cash balance as of 12/31/2023