

Chittenden County Communications Union District

110 West Canal Street, Suite 202

Winooski, Vermont 05404

2024 Annual Report

Executive Summary

The Chittenden County Communications Union District (CCCUD) had a very busy and productive 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.
- 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 on an as needed basis.
- 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 additional next steps.

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
Revenue - Cash Basis			
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
Total Project Revenue	\$150,564	\$150,564	\$0
Expense			
Project - Expenses			
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
Total Project - Expenses	\$32,073	\$21,315	-\$10,758
Personnel			
CCRPC Staff Time	\$23,000	\$21,988	-\$1,012
CCRPC "In-Kind"	\$25,564	\$25,564	\$0
Total Personnel	\$48,564	\$47,552	-\$1,012
Total Expense	\$80,637	\$68,867	-\$11,770
Net Ordinary Income	\$69,927	\$81,697	\$11,770

Cash Actual \$125,000

Expenses Actual \$43,303

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