

Otter Creek
Communications Union
District
December 3, 2020
Meeting Minutes

Attendance: Bill Moore (Brandon), Amanda O'Connor (RRPC), Sam Jackson (Pittsford), Chris Custer (Hubbardton), Andrew Quinn (Chittenden), Mary Ann Goulette (West Rutland), Tim Munks (Castleton)

Guests:

Meeting opened at 5:01 p.m.

Agenda Approved:

- Amanda made a motion to approve the agenda, Mary Ann seconded the motion. The motion passed.
- New member approval: Fair Haven, Poultney, and West Haven have voted to join our CUD.
- Mary Ann made a motion to accept Fair Haven, Poultney, and New Haven into our CUD. Chris seconded the motion, the motion passed.
- Presentation from RISI: Rural Innovation Strategies **Link Below**
- Alex Kelley from RISI and Carole Monroe from Valley Net: Feasibility Report
 - <https://mail.google.com/mail/u/1?ui=2&ik=bda7f226d6&attid=0.1&permmsgid=msg-f:1685101097606952394&th=1762ae852d7bb5ca&view=att&disp=inline>
- The full report will be made available temporarily on the Town of Brandon website as soon as it is officially available. Then on the OCCUD website as soon as it is up and running.
- A recommendation from the Feasibility Report:
 - our CUD join or partner with Addison CUD in utilizing the same operator, thus diminishing costs
 - Continue to grow as a CUD
 - Keep up with potential funding opportunities
 - Future Q&A from Feasibility Report
- Amended Bylaws: Amanda made a motion to accept the amended bylaws. Mary Ann seconded the motion, the motion passed.
- Conflict of interest policy: Mary Ann made a motion to accept the conflict of interest policy. Chris seconded the motion, the motion passed.
- Committee appointments: Bill resigned as treasurer due to his position as Chair.
 - A temporary treasure will be appointed until we are able to find an accountant to take over the position. Mary Ann has accepted the temporary treasure position. This appointment was unanimous.
- Executive committee is tabled until we have at least 7 board members present.
- The finance and audit committee is tabled until we have selected a permanent treasurer.

- Grant updates: We still have \$30,000 in funds from the VT Community Foundation, approximately \$84,000 in funds from the Cares Act grant.
- Website development update: At this time, we plan to go live with our website on Dec 15. We are also finalizing an outreach and information platform that should be up Dec. 4. We have also selected our CUD logo.
- Marketing and location signage has been developed for 14 hot spots along with the Department of public Service for the Region. They will have 300-450 ft range depending on the device being used. Mailers are being sent out to 25,000 addresses in the region to make known about what OCCUD resources can be provided, state resources (like broadband subsidy)
- **Attendance from each town will be very important in the next few meetings. We will be doling out assignments for committees (finance, audit, marketing).**
- Maybe send out an email ahead of time so we have an idea who have interests in being on each committee.
- **OCCUD now has a telephone number: 802-276-1124**
- Clerk job description: committee members are needed now.
- Emergency hot spot deployment: Thank you to Amanda and the RRPC for all the work they have done and are doing.
- VCUDA:
 - Libraries are also working on the possibility of loaning out hot spots (mifi, a personal hot spot).
 - working on policies, and planning for 2021 legislative session
- Training: telecommunications committee, Vermont Communities Foundation telecommunication contact, are developing training for CUD members. **All members and alternates are encouraged to attend.**
- New member recruitment possibilities: Proctor, Mendon, clarendon, Wallingford, Shrewsbury, Pawlet...
- Next meeting Dec. 15, 2020 Public hearing/ annual meeting for 2021 budget. Meeting time to be determined.
- Chris made a motion to adjourn. Tim seconded the motion, the motion passed.
- Link to 12/3/20 meeting recording: <https://youtu.be/BRqzF9HtRjs>