

Southern Vermont Communication District Board

Draft Meeting Minutes

October 27, 2021

Table 1 Roll Call

| Town Name | Representative Name | Voting = V Present = P Absent = A | Alternate Name | Voting = V Present = P Absent = A | 2 nd Alternate Name | Voting = V Present = P Absent = A |
|-------------|---------------------|---|--------------------|---|--------------------------------|---|
| Arlington | Cynthia Browning | V | Matt Bykowski | A | | |
| Bennington | Eric Hatch | V | Ron Dubreul | A | Beth Hardesty | A |
| Dorset | Mike Chase | A | Jim Salsgiver | A | Mike Oltedal | A |
| Landgrove | Jim Swartzentruber | A | Susan Lenox | A | | |
| Londonderry | Jeff Such | A | John Hanking | A | | |
| Manchester | Terrence Dorsey | V | Kathleen James | A | | |
| Peru | Alex Sheets | A | Peter Bradford | A | | |
| Pownal | Caitlin Randall | V | Karlan Eberhardt | P | | |
| Rupert | Bill Meyer | V | Jed Ruben | P | Arlene Bentley | P |
| Sandgate | Sheila Kearns | V | Betsy Rathbun-Gunn | A | Logan Weurslin | P |
| Shaftsbury | Tim Scoggins | V | Michael Corey | P | James Salerno | A |
| Sunderland | Mark Hyde | A | Andrew McKeever | V | | |
| Winhall | Fred Schwacke | A | | | | |
| Woodford | Michael Charette | A | | | | |

Also present: Jonathan Cooper (BCRC), Callie Fishburn (BCRC), and Jake Gesling (BCRC)

1. Call to Order

Eric Hatch called the meeting to order at 6:05pm.

2. Roll Call

Callie Fishburn conducted the roll call; a quorum of the Board was present.

3. Conflict of Interest

None

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4. Additions to or deletions from the agenda

Addition: Bill Meyer requested to add Town Representatives

Addition and Reorder: Sheila requested to reorder the agenda and add Executive Session

5. Public Comments

None

6. Announcements

None

7. Review and approval of draft minutes August 25th and September 22nd

Tim Scoggins moved to approve the minutes from August 25th and the unofficial minutes from September 22nd as circulated, seconded by Terrence Dorsey. *Motion passed, unanimously.*

8. Executive Session

Eric Hatch reported the Board has opportunities for the CUD to discuss in executive session.

Eric Hatch moved that the Governing Board enter executive session under Title 1, Section 313, Subsection 1A because premature general public knowledge could place the public body at a significant disadvantage with respect to upcoming contracts. Eric Hatch moved that the Governing Board enter executive session at 6:13pm for the purpose of discussing items related to grants and opportunities for the CUD which meeting shall include voting members of the CUD as well as interested parties from BCRC, and alternates. Seconded by Tim Scoggins. *Motion passed, unanimously.*

The Board returned from Executive Session at 6:59pm. No decisions were taken.

9. Discussion of USDA grants and application process

The Board discussed this in executive session.

10. Google Fiber

The Board discussed this in executive session.

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11. CEDS project

Jonathan Cooper reported the CEDS project process is open through November 30th and updates need to be submitted to learn more about achievements and accomplishments. Jonathan said he can work with Tim Scoggins to provide additional detail in the updates to put it back into the comprehensive economic development strategy project submission process. Tim Scoggins agreed and will help Jonathan.

12. Consolidated draft contract

Sheila Kearns reported they are in the process of scheduling a meeting with Consolidated the week of November 8th, she said that Consolidated has been drafting the contract and encouraged any members that may have questions or concerns to email the officers directly. Tim Scoggins asked if Southern Vermont CUD would enter a contract with Consolidated if NTIA funds were not awarded. Sheila said they would only enter a contract with NTIA if there was a commitment of NTIA funds.

13. Website maintenance

Sheila Kearns reported her, and Callie Fishburn are currently the only ones interacting with the website and there have been WordPress notifications about plug-ins, neither of them have the capability to perform updates. Sheila reminded the Board that they had been offered a website care plan for \$300 per year and welcomed any members to step up to maintain the website or enter into the annual support contract. Sheila added the website care plan includes: updates to software plug-ins, security checks, website back-up, database optimizations, and basic technical support. The consensus of the Board was to enter into the agreement.

Sheila Kearns moved that the Board enter into such an agreement for \$300 per year, seconded by Terrance Dorsey. *Motion passed, unanimously.*

Terrance Dorsey offered to help assist with the website when needed.

14. Other business

Town Memberships

Bill Meyer said there are 14 member towns, and 8 members are required to attend to have a quorum of the Board. He added there are 5 towns the Board cannot rely on, leaving 9 towns represented the majority of the time and 8 members out of 9 need to attend which can be difficult at times. Bill Meyer said that 3 towns (Woodford, Winhall, and Londonderry) are chronically not represented, the other 2 towns (Landgrove and Peru) hardly ever attend. Bill

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suggested approaching those member towns for more representation otherwise as things ramp up the CUD could face deadlines they can't meet or act on should a quorum of the Board not be present. The Board discussed membership options.

Karlan Eberhardt suggested sending meeting notifications as calendar invitations as opposed to email so it goes directly on member calendars and will also send automatic reminders. Eric Hatch said they will send the notifications earlier and send calendar invitations.

Sheila Kearns welcomed Bill Meyer reaching out to the individual representatives, then approaching the towns. Bill Meyer will reach out to the representatives and possibly the 5 member towns that have been absent.

Jonathan Cooper suggested attending Select Board meetings to provide updates and give a presentation. He said BCRC could assist, and they should start with the towns where attendance is less certain, then present at all the other towns. Bill Meyer said that he attends every Select Board meeting in his town to keep them updated and encourages all members to be attending town meetings regularly to provide updates.

The Board will poll attendance prior to the formal notification of meetings through email, and/or calendar invites and ask reps to indicate attendance.

Treasurer Update

Eric Hatch reported an interested party reached out to him regarding the Treasurer position and he has a meeting tomorrow. He will keep the Board updated with any news.

15. Adjournment

Bill Meyer moved to adjourn, seconded by Sheila Kearns. *Motion passed, unanimously.*