

Southern Vermont Communications Union District

Draft Meeting Minutes

January 10, 2024

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	A	Jamie Paustian	A		
Bennington	Eric Hatch	V	Ron Dubreuil	A	Beth Hardesty	A
Dorset	Mike Chase	A	Jim Salsgiver	V	Bob Meszaros	A
Landgrove	Jim Swartzentruber	A	Susan Lenox	V		
Londonderry	John Hankin	V	James Wilbur	A		
Manchester	Terrence Dorsey	V	Kathleen James	A		
Peru	Ben Foltz	A	Peter Bradford	A		
Pownal	Caitlin Randall	A	Karlan Eberhardt	V		
Rupert	Bill Meyer	V	Jed Rubin	A	Arlene Bentley	P
Sandgate	Sheila Kearns	V	Logan Weurslin	P		
Shaftsbury	Tim Scoggins	V	Michael Corey	A		
Sunderland	Andrew McKeever	V				
Winhall	Fred Schwacke	A				
Woodford						

Also present: Callie Fishburn (BCRC), Jessica Grimm-Lyon (treasurer)

1. Call to order
The chair called the meeting to order at 6:03 PM.
2. Roll call
Callie Fishburn called roll. A quorum of the board was present.
3. Conflict of interest
None
4. Additions to or deletions from the agenda [1 V.S.A. § 312]
None
5. Review and Approval of Minutes from December 13, 2023
Motion to approve the minutes as presented by Tim Scoggins, seconded by Susan Lenox. Passed unanimously.

6. Public comments

None

7. Announcements

The new treasurer, Jessica Grimm-Lyon, introduced herself to the board. Jessica has a bookkeeping background and is experienced with QuickBooks.

8. Discussion of New Meeting Day/Time

The board discussed changing the regular meeting time to accommodate more board members.

Motion to change the regular governing board meeting to the fourth Wednesday of each month at 6 PM by Sheila Kearns, seconded by Jim Salsgiver.

Voting Results:

Bennington – Yes

Dorset – Yes

Landgrove – Yes

Londonderry – Yes

Manchester – Yes

Pownal – Abstention

Rupert – No

Sandgate – Yes

Shaftsbury – Yes

Sunderland – Yes

Motion passed.

9. Formation of Committees

Terry proposed the formation of three board subcommittees: an audit committee, a governance committee, and a sustainability committee. The audit committee will look into federal single audit timeline and requirements, as well as an annual audit. The governance committee will review the CUD's bylaws to ensure compliance with statute and look into town representation. The sustainability committee will work on funding sources post-2024, and identify ongoing opportunities for the CUD.

Jim Salsgiver volunteered to be on the audit committee, Tim Scoggins volunteered to be on the governance committee, and Bill Meyer volunteered to be on the sustainability committee. Terry and Callie will contact each of the new committee members to discuss setting up meetings and recruiting additional members.

Motion to form audit, governance, and sustainability committees by Bill Meyer, seconded by Jim Salsgiver. Passed unanimously.

10. Letter for Town Annual Reports

Jim Salsgiver developed a letter for member towns based on the CUD's 2023 annual report. Callie will distribute the letter to town clerks for inclusion in town annual reports.

11. Update on Info Flyer

Terry received some quotes for design and printing of an info flyer in the range of \$750-\$1,000. Several board members said that they liked the idea but were unlikely to use flyers. Other board members were more interested in business cards. Terry and Callie will figure out a lower-cost option for printing flyers and business cards for board members to use/distribute.

12. VCUDA Report

Terry continues to attend meetings and monitor VCUDA priorities – right now VCUDA appears to be more focused on the CUDs that are planning to construct and operate their own networks. Terry is in touch with the other CUDs that have the same business model as SoVT CUD. Continued membership in VCUDA may not benefit SoVT CUD in the long run, but Terry recommended that the board not make a decision about whether or not to withdraw from VCUDA at this time, but continue to monitor its activities.

13. Act 71 Grant Closeout Update

VCBB released 90% of the network construction funds to the CUD which was promptly passed along to CCI. The final 10% will be released six months post-closeout. All reporting documents that the CUD was required to submit to VCBB are saved on the CUD's Google Drive. The CUD will continue to submit quarterly grant reports through 2024 to report on the administrative funding received.

14. Other Business

Phase 3 – Mac Mountain reached out to Terry and he's going to chat with them about possible solutions for the Arlington addresses. Terry has also reached out to Verizon. Sheila reported that the addresses on Chambers Road have arranged service out of New York.

Motion to adjourn by Tim Scoggins, seconded by Eric Hatch. Passed unanimously.