

Addison County Communications Union District  
Executive Committee Meeting Agenda  
November 5, 2020  
4:00 PM - 5:30 PM

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81471234554?pwd=Vm4vRHMvRzcxV115c3lkZ050ZG9Vdz09>

Meeting ID: 814 7123 4554

Passcode: 171086

Join by phone: 1 (646) 558 8656

1. Welcome/Introductions
2. Previous meeting minutes approval – 10/22, 10/27, 10/29
3. Agenda approval
4. North Branch Networks presentation and discussion
5. Feasibility study discussion
6. Green Mountain Broadband next steps.
  - a. WCVT potential conflict
  - b. Trademark/Assumed business name registration (See 10.e below)
  - c. Secretary of State filing?
  - d. Web domain registration
  - e. Email addresses, e.g. “shuffaker@gmbroadband.net” etc.
7. Review and status of in-progress activities
  - a. CARES grant: how to release final \$10,000
  - b. CARES grant: Website, marketing, legal services. – checks by 12/20
  - c. Vermont Community Foundation \$20,000 grant
  - d. North Branch Networks – Ripton – Jeremy Grip CARES grant (≈\$150,000)
  - e. Waitsfield and Champlain Valley Telecom potential operating agreement
  - f. Waitsfield and Champlain Valley Telecom CARES Grant support
  - g. Otter Creek CUD expansion potential
  - h. North Branch Networks outreach & public relations (≈\$10,000)
  - i. CARES grant: DPS WIFI hot spot installations (≈\$12,500)
  - j. CARES grant: Rutland RISI platform clearing house (TBD)
8. Open Meeting Law discussion
9. Microsoft Teams platform adoption
  - a. Discussion
  - b. Vote to proceed

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Addison County Communications Union District Members

Bristol  
Lincoln  
Orwell  
Starksboro

Cornwall  
Middlebury  
Ripton  
Waltham

Ferrisburgh  
Monkton  
Salisbury  
Weybridge

Leicester  
New Haven  
Shoreham  
Panton

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10. Administrative

- a. DUNS #
  - b. Bank account
  - c. Insurance
  - d. ACCUD bylaws: Annual audit: “The Governing Board shall cause an audit of all AC CUD accounts to be performed annually by an independent professional accounting firm or a certified public accountant.”
  - e. Credit card application
    - i. Grant Station membership. \$139/one year; \$199/two years
    - ii. Zoom professional membership. \$150/year
    - iii. MS Teams membership. \$990/year
    - iv. Vermont assumed business name registration \$50/first year
    - v. Vermont trademark registration \$20/first year
    - vi. Domain name registration & SSL Certificate \$300
    - vii. Web Hosting (worst case) \$560
  - f. Sample accounts/categories to be tracked and managed
    - i. Marketing
    - ii. Administration (would include cost of Teams, etc.)
    - iii. Infrastructure contractors
    - iv. Municipality and CUD outreach
    - v. Shall we allocate separate funds into those accounts from our \$100,000 "startup" money?
11. Recruitment of new members: Shelburne, Charlotte, Hinesburg, Huntington, Addison, Bridport, Vergennes
12. Executive Session – if necessary
13. Other business
14. Future meeting: 4 PM November 12
15. Adjourn

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