

Addison County Communications Union District

Executive Committee Meeting Minutes

November 5, 2020

4:00 p.m. – 5:30p.m.

VIA ZOOM

Steve Huffaker, the Chair of the Addison County Communications Union District (“ACCUD”), welcomed the representatives of the Executive Committee to the meeting, called the meeting to order at 4:02 p.m. and took the roll.

1. Welcome/Introductions/Roll Call

The following members of the Executive Committee were present:

Steve Huffaker, Chair, Ferrisburgh;
Nancy Cornell, Vice Chair, Starksboro;
Billy Sneed, at large representative from Ripton;
Dan Sonneborn, at large representative from Bristol
Magna Dodge, at large representative from Cornwall
Arabella Holzapfel, Treasurer, ex-officio, Ferrisburgh
Adam Lougee, Clerk, (“ACRPC”)

2. **Approval of the Minutes.** 10/22, 10/27, 10/29. **Billy Sneed moved to approve the minutes Nancy seconded the motion, all approved.**
3. **Approval of the Agenda.** Magna moved and Nancy seconded, all members present consented to the agenda.
4. **North Branch Networks presentation and discussion.** ACCUD has the opportunity to draw more CARES Act funding, but it must be spent by December 20th and deployed prior to December 31st addressing COVID issues to qualify. ACCUD has been working with North Branch Networks to investigate a wireless deployment. Jeremy Grip of NBN joined the Executive Board to present his request for a joint application for CARES funding to deploy Wireless to 340 underserved households in Ripton. Jeremy presented his request for an application of \$160,000 showing his buildout plans, coverage and speeds. The Committee had some discussion with Jeremy about his proposal, but deferred action until later in the meeting.
5. **Feasibility study discussion.** Put off until next meeting. It is posted on the ACRPC website. **Steve will post it to TEAMS. The Board will ask Alex to the next meeting to discuss the plan. Steve asked for questions by Sunday so he could send them to Alex. Steve will also notify the full board that he needs their questions by Monday November 9th.**
6. **Green Mountain Broadband next steps.**
 - a. WCVT potential conflict - **Adam will reach out to Roger to disclose the decision.**
 - 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 (**Adam/Arabella investigate grant**)
- b. CARES grant: Website, marketing, legal services. — checks by 12/20
- c. Vermont Community Foundation \$20,000 grant. **Application Due November 11th. Adam writing grant).**
- d. North Branch Networks — Ripton — Jeremy Grip CARES grant (≈\$160,000) **Steve Moved to decline the proposal, and Nancy seconded that motion, after discussion Steve rescinded his first motion, Nancy concurred and Steve moved to go forward with an application to DPS contingent on DPS performing due diligence on the project engineering and financial probability of success, Nancy seconded the motion, all approved.**
- e. Waitsfield and Champlain Valley Telecom potential operating agreement.
- f. Waitsfield and Champlain Valley Telecom CARES Proposal. ACCUD has also been working with WCVT to determine whether they could deploy infrastructure with CARES funding. They have looked into it, **but cannot meet the timeframe.**
- 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 --\$25,000) **Train Station in Ferrisburgh, Ripton. Steve moved to add items h and i to the grant application, Magna 2nd the motion, which all approved.**
- j. CARES grant: Rutland RISI platform clearing house (\$15,000) **Deferred to next meeting. Adam to gather more information.**

The Committee deferred the discussion on the remaining items to its next meeting.

8. Open Meeting Law discussion

9. Microsoft Teams platform adoption

- a. Discussion
- b. Vote to proceed

10. Administrative

- a. DUNS # Adam needs to secure
- b. Bank account: Set up.
- c. Insurance: Adam needs to secure.
- 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 Magna moved and the members voted to adjourn at 6:00 p.m.**

Respectfully Submitted, Adam Lougee, Clerk