

Addison County Communications Union District

Executive Committee Meeting Minutes

October 1, 2020

4:00 p.m. – 5:00p.m.

VIA ZOOM

Adam Lougee, the convenor of the Addison County Communications Union District (“ACCUD”) welcomed the representatives of the Executive Committee to their inaugural meeting and called the meeting to order at 4:00 p.m. He invited all to introduce themselves to the other members and took the roll.

1. Welcome/Introductions/Roll Call

The following members of the Executive Committee were present:

Nancy Cornell, Representative from Starksboro;
Steve Huffaker, Representative from Ferrisburgh;
Billy Sneed, Representative from Rippon;

Also present were:

Arabella Holzapfel, Alternate from Ferrisburgh
Dan Sonneborn, new Delegate from Bristol
Adam Lougee, non-member representing Addison County Regional Planning Commission (“ACRPC”)

2. Changes to the Agenda.

Steve suggested we add an item regarding changing the Name of the CUD. Nancy suggested we add an agenda item addressing issuing a press release. Adam added both to agenda item 8.

3. Administrative Actions to date.

Adam noted he had taken the following actions on behalf of ACCUD:

- a. Filing Sec of State: Completed
- b. Duns #: Pending
- c. Bank Account: National Bank of Middlebury (Pending)
- d. Insurance: Ben Fuller of the Richards Group is gathering information.

4. Proposal to CUD for slate of Officers (Chair, Vice Chair, Treasurer):

Adam explained that the Bylaws call for an Executive Committee of 5 members composed of a Chair, Vice Chair and three at large members. It also called of a separate Treasurer, who would be a non-voting member of the board. At its inaugural meeting ACCUD representatives voted to elect the members of the executive committee present, but left it to those committee members to choose a chair and a vice chair, which the full board could then ratify at its next meeting. Adam asked for nominations. After some discussion, the Executive Committee unanimously proposed the following members to serve as officers Executive Committee:

- a. Steve Huffaker, Chair
- b. Nancy Cornell, Vice Chair

The Committee then discussed the position of Treasurer. Arabella Holzapfel, an alternate from Ferrisburgh volunteered to serve as Treasurer. The Board thanked Althea and encouraged her to put her name before the full Board of ACCUD at its next meeting.

Additionally, Ian Albinson, the original CUD delegate from Bristol that ACCUD elected to the Executive Committee at its inaugural meeting, informed the group that he had to resign from the group because of other commitments. Dan Sonneborn, explained that he was the new Delegate from Bristol and noted he would be willing to serve on the Executive Committee. The Board thanked Dan and encouraged him to put his name before the full Board of ACCUD at its next meeting.

5. Summary of Financial and Planning Activities

- a. Feasibility Study and Business Plan. Adam stated ACRPC had secured a BIG grant for the Department of Public Service to conduct a feasibility study on behalf of and to create a business plan for the ACCUD. ACRPC had hired Valley.net and Rural Innovations Strategy to conduct the study, which is underway.
- b. Vermont Community Foundation Funding for ACCUD \$10,000. ACRPC secured a \$10,000 grant from the Vermont Community Foundation and is holding it for the ACCUD. The grant is for the purpose of forming and seeding the start of the ACCUD.
- c. DPS Grant funding for ACCUD \$100,000. ACRPC also secured a CARES act grant from DPS for ACCUD in the amount of \$100,000. That money is also to help the formation of the ACCUD and needs to be spent by the end of the year. Adam has invoiced for the first \$90,000 of that funds and he expects to receive it soon.
- d. Legislative funding for ALL CUDs (+/- \$1,500,000) Adam did not have any new information on how CUD's will be eligible for this money.

6. Hiring ACRPC to act as clerk/administrator.

Adam did not have a chance to create proposed contract.

7. Recruitment of new Members (Cornwall, Weybridge, Panton).

Adam noted that he had sent a letter to the chair of the Selectboard of every town in the Addison region not currently a member of ACCUD. Thus far, Orwell and Cornwall had passed resolutions to join. Weybridge has a meeting on October 6th and Whiting has a meeting on October 26th. Adam will continue his recruiting efforts.

8. **Creation of Workplan/Budget/Committee Structure/Name/Press Release.** The Executive Committee discussed creating a task list, budget and timeline regarding its use of the CARES funding. It intends to develop sub-committees to address tasks ACCUD needs to perform to become operational. The Committee sampled the existing list. Steve and Adam will work to develop a more complete list for the next Executive Committee list. One of the sub-committees will be a marketing committee. It shall be responsible for a press release after ACCUD settles on its name. Steve will propose a name change at the next full board

meeting.

9. **Future Meeting Schedule Pick dates/times.**

The Executive Committee decided to meet weekly on Thursdays at 4:00 p.m. for the foreseeable future.

10. **Other/Adjourn**

Adjourn –**The members voted unanimously to adjourn at 5:18 p.m.**

Respectfully Submitted,

11. Adam Lougee, Clerk

DRAFT