

# Addison County Communications Union District

## Executive Committee Meeting Minutes

October 8, 2020

4:00 p.m. – 5:00p.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 and called the meeting to order at 4:00 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

Arabella Holzapfel, Treasurer, ex-officio, Ferrisburgh  
Adam Lougee, Clerk, (“ACRPC”)  
Ellie Hogopian, alternate, New Haven, guest

### **2. Approval of the Minutes. Billy Sneed moved to approve the minutes, Dan Sonneborn seconded the motion, which passed unanimously.**

### **3. Approval of the Agenda.** All members present consented to the agenda.

### **4. 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.

### **5. Summary of Financial and Planning Activities**

- a. Feasibility Study and Business Plan. The feasibility study and business plan for the ACCUD are underway. Our consultants Valley.net and Rural Innovations Strategies, Inc. are gathering data and holding meetings with existing providers. The feasibility study is projected to be complete by the end of the month.
- 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. **Adam to bring grant terms to Executive Committee.**
- 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 has received it. Executive Committee to work on RFP's for professional services, website and marketing.

- 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 will create proposed contract. He noted that through August ACRPC had spent \$4,346 establishing ACCUD and applying for grants to fund it. **Adam will present an invoice to Steve and Althea prior to next meeting. Nancy Cornell moved to approve the invoice, pending review by ACCUD's officers. Billy Sneed seconded the motion which passed unanimously. Adam will speak with his executive board and create a contract outlining proposed duties.**

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

Adam noted that we are up to 15 towns. All towns have been contacted. He has a meeting in Whiting on October 26<sup>th</sup>. Adam will continue his recruiting efforts.

8. **Creation of Task list/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.** 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. **Website sub-committee.** Dan and Billy will serve as the website sub-committee and develop a proposed scope of work to develop an RFP to create a website.

10. **Finance Sub-Committee.** Arabella Steve and Adam will serve on the finance sub-committee to establish financial procedures. Adam shall contact Fred Kenney of Addison County Economic Development Corporation to solicit a proposal for developing financing from USDA and to use CDBG funding to match VEDA funding for development.

11. **Marketing Sub-committee.** Ellie volunteered to help with Marketing. Steve noted NEK had a good introductory document to the CUD that he will share. Steve will also ask Valley.net and RISI for marketing ideas.

12. **Legal Assistance.** Steve and Adam will create a proposed RFP to solicit legal assistance for ACCUD.

13. **Collaboration platform.** Dan Sonneborn will recommend a standardized platform for the CUD to use to communicate internally and with outside vendors and present it at the next Executive Committee meeting.

14. Housekeeping.

- a. ACCUD will keep written minutes as per open meeting law.
- B, c, g, and j. Dan will recommend Microsoft Teams for all docs and collaboration (See above).
- d. Adam will continue to take minutes.
- e. Steve will send Rob Fish a note on grant compliance.
- f. and h. Adam will secure a credit card on behalf of ACCUD with a limit of \$5,000 from the National Bank of Middlebury. Arabella shall have possession of the card.
- i. Steve will create and share an executive contact list
- k. Tabled.

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

The Executive Committee decided to meet weekly on Thursdays at 4:00 p.m. for the foreseeable future. Next meeting October 15<sup>th</sup>.

**16. Other/Adjourn**

Adjourn –**Nancy Cornell moved and the members voted unanimously to adjourn at 5:30 p.m.**

Respectfully Submitted,

Adam Lougee, Clerk