

Addison County Communications Union District  
Executive Committee Meeting Agenda  
October 15, 2020  
4:00 PM - 5:00 PM

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81471234554?pwd=Vm4vRHMvRzcxV1I5c3lkZ05OZG9Vdz09>

Meeting ID: 814 7123 4554

Passcode: 171086

Join by phone: 1 (646) 558 8656

1. Welcome/Introductions
2. Approval of previous meeting Minutes
3. Agenda approval
4. Administrative actions pending
  - a. Secretary of State filing
  - b. EIN #
  - c. DUNS #
  - d. Bank Account
  - e. Insurance
5. Review and status of in-progress activities
  - a. \$60k grant: Feasibility study and Business Plan – consultants engaged
    - i. Feasibility study to be issued late October
    - ii. Business Plan tentatively to be issued late November
  - b. \$100k grant: CUD establishment and first steps – checks must be written by 12/20
  - c. \$10k grant: Vermont community fund – no end date shown
6. ACRPC invoice for professional and clerical services
7. Recruitment of new members Shelburne, Charlotte, Hinesburg, Huntington – Adam
8. Task List and budget – SH & AL
9. RFP schedule and procedures
  - a. Blind copy bidders?
  - b. All correspondence including bids sent to SH who will distribute to other EC members as appropriate
  - c. Calendar review
  - d. Bid list review. Should a copy of the website RFP be issued to some/all marketing agencies?
10. Marketing Specialist RFP – CARES funding
  - a. Discussion. Include budget in RFP?
  - b. RFP Approval
  - c. Bidder list approval
  - d. Should our marketing mailing be distributed to all Addison County residents?

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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

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11. Website Implementation Services RFP – CARES funding
  - a. Should a maximum budget be added to the RFP?
  - b. Will there be a place on this website for us to launch surveys, presubscription campaign when we need them?
  - c. RFP Approval
  - d. Bidder list approval
12. Legal Services RFP – CARES funding
  - a. Discussion
  - b. RFP Approval
  - c. Bidder list approval
13. CARES funds: other worthy initiatives
14. Administrative
  - a. Work with ACRPC to establish standard procedures for Day 1 operations – AL & SH
  - b. Hire consultant to access capital to jumpstart ACCUD efforts when CARES funds expire (Must be coordinated with RISI/ValleyNet business plan) – Fred Kenney – Vermont Economic Development Authority (VEDA) grant, USDA Rural Community Development Initiative Grants, USDA Community Facilities Direct Loan & Grant, USDA Rural Business Development Grants – AL
15. Collaboration platform - DS
  - a. Voice mailbox(es)?
16. ACCUD name selection
17. Stephen Pilcher replacement
18. Housekeeping
  - a. Full CUD contact list – Adam
  - b. Zoom professional upgrade – defer pending collaboration platform decision
  - c. Central documents repository – Adam
  - d. Temporary website: <http://acrpc.org/programs-services/accud/>
  - e. Timing for transition to autonomous operation
19. Future meeting: 4 PM October 22
20. Adjourn

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