

Addison County Communications Union District  
Executive Committee Meeting Agenda  
October 22, 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. Approval of previous meeting Minutes
3. Agenda approval
4. New CUD member: Panton
5. Administrative actions pending
  - a. DUNS #
  - b. Bank Account
  - c. Insurance
6. Review and status of in-progress activities
  - a. Feasibility Study – draft review and Friday call
  - b. Business Plan – November
  - c. CARES grant: Website, marketing, legal services. – checks by 12/20
  - d. North Branch Networks – Jeremy Grip – Friday call
  - e. Waitsfield and Champlain Valley Telecom potential operating agreement
7. Recruitment of new members Shelburne, Charlotte, Hinesburg, Huntington - AL Adam
8. Task List and budget – SH & AL
9. Marketing Specialist RFP status
  - a. Markups to *NEK Broadband Action Plan*
10. Website Implementation Services RFP status
  - a. Who provides website copy?
11. Legal Services RFP status
  - a. Certificate of Public Good removed from RFP – not needed
12. Steps following RFP receipt (5:00 PM Monday 10/26)
  - a. Distribution to EC members
  - b. Task assignments preceding 10/27 EC 4PM bid review call
    - i. Compile pricing by vendor by RFP
    - ii. Identify caveats or other constraining factors
    - iii. Identify finalists (short list) where applicable.

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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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- 13. Collaboration platform status check
  - a. Substitute Zoom with Teams conference tool?
  - b. Subscribe to dial-in phone number for those without access to a computer?
  - c. Use Teams to facilitate bid evaluations?
- 14. Administrative
  - a. Who should control the full CUD contact list? ACRPC or ACCUD?
  - b. Identify sources of capital to jumpstart ACCUD efforts
  - c. What is the role of grants? Grant Station membership?
  - d. Sample accounts/categories to be tracked and managed
    - i. Marketing?
    - ii. Administration (would include cost of Teams, e.g.)
    - iii. Infrastructure contractors
    - iv. Municipality and CUD outreach
    - v. Shall we allocate separate funds into those accounts from our \$100,000 "startup" money?
- 15. ACCUD name selection
  - a. Name submission deadline: EOD 10/27
  - b. Name ranking vote deadline: EOD 10/28
- 16. Stephen Pilcher replacement
- 17. Broadband service pricing options preview
- 18. Future meeting: 4 PM October 29
- 19. Adjourn

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