

Addison County Communications Union District

Executive Committee Meeting Minutes

October 22, 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, 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
Arabella Holzapfel, Treasurer, ex-officio, Ferrisburgh
Adam Lougee, Clerk, (“ACRPC”)

Steve also took a little time to describe his background and why he chose to take on the role of Chair of ACCUD. Steve summarized his work as a telecom professional. He noted he started installing phone systems for large companies and then modified his work to design telecom systems in office buildings and then later to data centers (Buildings housing servers) for large corporate clients, like J.P. Morgan Chase. As such, he has extensive experience designing fiber systems.

2. Approval of the Minutes. Arabella Holzapfel moved to approve the minutes, Billy Sneed seconded the motion, which passed unanimously.

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

4. New CUD Member: Steve announced that the Town of Panton Selectboard had voted to become a member of ACCUD.

5. Administrative Action:

- a. Duns #: Pending
- b. Bank Account: Adam noted the back paperwork was almost completed and that when it was, he would deposit \$100,000 in the CUD account.
- c. Insurance: Adam needs to complete insurance paperwork.

6. Review Status of in progress activities:

- a. Feasibility Study: Adam noted the study was nearly complete and should be finished by the end of the month.
- b. Business plan: The Consultants intend to have the business plan completed by the end of November or beginning of December, well ahead of the contract deadline.

- c. CARES Grant. Steve noted we have the funding and now need to spend it very quickly, BEFORE DECEMBER 20th. **The Board decided it needed to create RFPs to solicit help with legal, marketing and website development and to try to get recommendations to the Full Board for its November 2nd meeting.**
- d. CARES 2nd round. Steve also noted that there is a possibility of ACCUD also securing additional money from CARES, but only for deployment of resources that can be done before the end of the year. As a part of the feasibility study, ACCUD has already reached out to WCVT and North Branch Networks. **The Board decided to reach out to both organizations about deployment opportunities.**
7. **Recruitment of New Members.** Adam noted he would meet with Whiting on October 26th. He also noted that Rob Fish from DPS reached and noted that there were four towns to the north of Addison County, Charlotte, Hinesburg, Huntington and Shelburne that had some underserved addresses and that did not have any other natural partners to join in a CUD. He asked whether ACCUD would consider allowing them to join. After much discussion on the merits of them joining, **The Board unanimously instructed Adam to send the towns information on ACCUD and letting them know that if they would like to join, the Executive Board would put a vote before the Full Board to consider allowing them to join.**
 8. **Task List and budget.** Deferred until later.
 9. **Marketing RFP.** **The Board appointed Arabella, Dan, Billy to serve as a sub-committee to review the marketing responses and make recommendations to the board at a special meeting on the 27th.**
 10. **Website RFP** **The Board appointed Nancy, Dan and Billy to review the website RFP and make recommendations at a special meeting on October 27th.**
 11. **Legal RFP:** **The Board appointed Adam, Magna and Steve will review the legal responses when they come in and present at a special meeting on Tuesday, October 27th.**
 12. **Steps following RFP receipt:** Steve noted that RFP's are due on Monday, October 26th. Upon receiving them, he will distribute to each subcommittee for their review. At a special meeting on October 27th the subcommittees will present their preliminary findings and recommendations to the Executive Board. After that and prior to the regular meeting on October 29th, the Executive Committee will check references and hold interviews as appropriate so they are prepared to make a recommendation to the Full Board at its meeting on November 2nd.
 13. Collaboration Platform Check-in: Dan checked in on all board members comfort with Teams. Dan will develop a spreadsheet for RFP decision making and post them in Teams.
 14. Administrative. Most of these items had already been addresses.
 - a. Identify sources of capital to jumpstart. ACCUD efforts Adam will solicit help from ACCUD.
 - b. What is the role of grants? Grant Station membership?
 15. **ACCUD branding name selection:** **The Board would like to propose a name which ACCUD could do business as which is more marketing friendly than ACCUD. The Bord resoled to**

do a poll itself, narrow down name choices to its top two and present them to the Full Board and ask them to Choose one at their meeting on November 2nd.

16. **Stephen Pilcher replacement on the Executive Board.** Steve Pilcher resigned from the Executive Board because of other commitments. The Board needs some financing expertise. Magna Dodge from Cornwall has financial experience and is interested in serving. At the next full board meeting the Executive Board will request the Full Board consider voting to appoint Magna to the Executive Board.
17. **Broadband Service Pricing Options.** Nancy Cornell asked about ACCUD's plans to provide subsidized support to those that cannot afford broadband pricing. After some discussion, **Steve agreed to express this desire to the Consultant's creating the Feasibility study and business plan so they can analyze and if financially feasible, incorporate that option in the business plan.**
18. **Future meeting:** 4 PM October 27th Special Meeting, Regular meeting October 29
19. **Other/Adjourn:** Nancy Cornell moved and the members voted to adjourn at 5:30 p.m.

Respectfully Submitted, Adam Lougee, Clerk