

Addison County Communications Union District

Executive Committee Meeting Minutes

October 27, 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 4:00 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”)
Magna Dodge, guest Cornwall Representative

2. Approval of the Minutes. Deferred until regular meeting.

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

4. Website RFP response review and selection: Arabella, Dan, Billy
Dan presented the findings of the sub-committee. They reviewed all RFP’s and selected Place Creative as their top pick and Scout digital as their second pick. Place Creative is substantially more expensive but should allow us to stay within the CARES budget. After discussion, the **Executive Committee asked the website team to work with the marketing team, conduct phone interviews and reference checks on Place Creative and Scout and report back to the Executive Committee on Thursday to make a recommendation to the full Board on Monday.**

5. Marketing RFP response review and selection: Nancy, Dan
Dan noted that Place Creative also was their top selection for marketing. **As per the ask of the website committee above, they will participate in the interviews and join in a recommendation for both website and marketing on Thursday.**

6. Legal RFP response review and selection: Adam, Magna, Steve
Steve presented the findings and review of this committee. He noted they had received back 3 rfps. After some discussion, Steve recommended that pending interviews and reference checks ACCUD proceed with the response from Primer. Piper. They currently represent all other CUDs and have worked with EC fiber since its inception. They also have deep bench strength. The legal sub-committee will conduct interviews and check references and report its recommendation on Thursday.

7. **Short-list interview coordination: time(s), conference/zoom bridge(s), communication among participants:** All committees will conduct diligence prior to the meeting on Thursday and be prepared to make a recommendation to the Executive Committee. The Executive Committee will then make one recommendation for a contract award to the full Board on Monday at its meeting.
8. Proposal of ACEDC to help with VEDA and USDA grants (time permitting).
Deferred until Thursday.
9. **Administrative: Deferred until Thursday.**
 - a. Identify sources of capital to jumpstart ACCUD efforts
 - b. What is the role of grants? Grant Station membership?
 - c. 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?
10. **Collaboration platform status check.** All were able to collaborate on Teams.
11. **Broadband service pricing options preview.** Steve reported that he had spoken with our consultants and that the business plan will include some options for subsidizing subscriptions for those that cannot afford them.
- 12.
13. **Future meeting:** 4 PM October 29
14. **Other/Adjourn**
Adjourn –Nancy Cornell moved and the members voted to adjourn at 5:30 p.m.

Respectfully Submitted, Adam Lougee, Clerk