

Addison County Communications Union District
Executive Committee Meeting Agenda
October 29, 2020
4:00 PM - 5:30 PM

VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81471234554?pwd=Vm4vRHMvRzcxV1I5c3lkZ050ZG9Vdz09>

Meeting ID: 814 7123 4554

Passcode: 171086

Join by phone: 1 (646) 558 8656

1. Welcome/Introductions
2. Previous meeting minutes approval
3. Agenda approval
4. Marketing Specialist RFP
 - a. Finalists review and discussion
 - b. Work complete by 12/16?
 - c. Total cost
 - d. Finalist selection
 - e. Markups to *NEK Broadband Action Plan*
5. Website Implementation Services RFP
 - a. Finalists review and discussion
 - b. Work complete by 12/16?
 - c. Total cost
 - d. Finalist selection
 - e. Creation of website map and copy
6. Legal Services RFP status
 - a. Finalist review and discussion
 - b. Cost estimate
 - c. Finalist selection
7. ACCUD top two names selected
8. November 3 notification to RFP winners/losers
9. Review and status of in-progress activities
 - a. Feasibility Study
 - i. After the Feasibility Study is issued, Municipal Capital Markets Group Inc. opinion is solicited.
 - ii. After Municipal Capital Markets' favorable opinion is received, the Feasibility Study is submitted to DPS for review and approval.
 - iii. After DPS approval is received, RISI/ValleyNet begins creation of the Business Plan
 - b. CARES grant: Website, marketing, legal services. – checks by 12/20
 - c. North Branch Networks – Jeremy Grip
 - d. Waitsfield and Champlain Valley Telecom potential operating agreement
 - e. Otter Creek CUD expansion potential

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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10. Administrative
 - a. DUNS #
 - b. Bank account
 - c. Insurance
 - d. ACEDEC (Fred Kenney) proposal to assist with VEDA and USDA grants
 - e. What is the role of grants? Grant Station membership?
 - f. Content and issue date of R Fish 30-day report
 - g. Sample accounts/categories to be tracked and managed
 - i. Marketing?
 - ii. Administration (would include cost of Teams, etc.)
 - iii. Infrastructure contractors
 - iv. Municipality and CUD outreach
 - v. Shall we allocate separate funds into those accounts from our \$100,000 "startup" money?
11. Recruitment of new members: Shelburne, Charlotte, Hinesburg, Huntington, Addison, Bridport
12. Collaboration platform
 - a. Discussion
 - b. Teams decision point: \$990 per year (six addresses plus voice mail) or seek other collaboration solutions. Trial period ends November 9.
13. Future meeting: 4 PM November 5
14. Adjourn

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