

# Addison County Communications Union District

## Executive Committee Meeting Minutes

October 29, 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”)  
Magna Dodge, Cornwall Guest

2. Approval of the Minutes. Deferred until a later date.

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

4. Marketing RFP. Arabella, Dan, Billy and Nancy, members of the sub-committees that reviewed the marketing and website responses made a recommendation to the board that Place Creative is the team they recommend after interviews and reference checks. **Nancy Cornell moved to recommend Place Creative to the Full Board at its meeting on November 2<sup>nd</sup> to handle ACCUD’s website and marketing Dan Sonneborn seconded the motion which passed unanimously.**

5. Website RFP. See above.

6. Legal RFP: Adam, Magna and Steve comprised the committee that reviewed the legal responses. **Steve, on behalf of the Committee, moved that the Executive Committee recommend Primer, Piper etc. to the Full Board at its November 2<sup>nd</sup> meeting. Magna summarized reference checks and seconded Steve’s motion, which passed unanimously.**

7. 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 Board reviewed the results of its poll narrowing down name choices to its top two choices. **After some discussion the Executive Committee narrowed its focus to Green Mountain broadband or Fiber(net) and Champlain Broadband or Fiber(net). It asked Adam to check the Secretary of State’s office for availability and Billy to check into URL availability so it could present them to the Full Board and ask them to Choose one at their meeting on November 2<sup>nd</sup>.**

8. **Feasibility Study:** Alex will present the Feasibility Study on Monday night and then distribute the full study the next day. All will have time to Comment on the feasibility study and get questions back to Alex.
9. **North Branch Networks Proposal:** ACCUD has the opportunity to draw more CARES Act funding, but it must be spent by December 20<sup>th</sup> and deployed prior to December 31<sup>st</sup> addressing COVID issues to qualify. ACCUD has been working with North Branch Networks to investigate a wireless deployment. Steve noted he is concerned about the scope of the current proposal that NBN is proposing and NBN's ability to deliver on time and support its buildout after deployment of the towers.
10. **WCVT proposal:** ACCUD is also working with WCVT to determine whether they could deploy infrastructure with CARES funding. They are looking into it, but have concerns about the timeframe.
11. **Administrative Items:**
  - a. **Duns and insurance.** Adam still needs to complete the paperwork.
  - b. **Vermont Community Fund Grant.** Adam is working on the \$20,000 grant available. Applications are due by November 11.
  - c. **Credit card.** Arabella will secure a credit card for ACCUD so it can purchase some software. Grants Station and Zoom were discussed and approved.
12. **Addison County Economic Development Corporation Proposal to help with Financing.** The Executive Committee reviewed ACEDC's proposal to help research and secure grant financing. **After some discussion, Nancy moved to accept the proposal. Magna seconded the motion, which passed unanimously.**
13. **Future meeting:** 4 PM November 5th Regular meeting
14. **Other/Adjourn:** Nancy Cornell moved and the members voted to adjourn at 5:30 p.m.

Respectfully Submitted, Adam Lougee, Clerk