

# Addison County Communications Union District

Monthly Meeting Minutes

November 2, 2020

5:00 p.m. – 6:30p.m.

VIA ZOOM Join Zoom Meeting

<https://us02web.zoom.us/j/89422191775?pwd=ZlJlYlVlGSEhEVm4lUUhOSHFpS2YzUT09>

Meeting ID: 894 2219 1775

Passcode: 571606

Join by phone: 1 (646) 558-8656

Steve Huffaker, Chair of the Addison County Communications Union District (“ACCUD”) welcomed the representatives of the member towns and called the meeting to order at 5:01 p.m.

## **1. Welcome/Introductions/Roll Call**

The following people were present:

Mark Gibson, Alternate from Bristol;  
Magna Dodge, Representative from Cornwall;  
Jeremy Grip, Alternate from Ripton;  
Ellie Hagopian, Alternate from New Haven;  
Carl Seibecker, Delegate from Shoreham; Dan  
Sonneborn, Representative from Bristol; Andy  
Hooper, Alternate from Middlebury; Nancy  
Cornell, Representative from Starksboro; Ross  
Conrad, Representative from Middlebury;  
Steve Huffaker, Representative from Ferrisburgh;  
Arabella Holzapfel, Alternate from Ferrisburgh;  
Billy Sneed, Representative from Ripton;  
Andrew Martin, Representative from Waltham.  
Hugh Mc Laughlin, Alternate Middlebury;  
Spencer Putnam, Delegate Weybridge;  
Paul Forlenza, Delegate, Lincoln;  
Bill Johnson, Alternate Cornwall;  
Mark Boltz Robinson, Delegate Monkton;  
Dave Carpenter, Delegate Orwell;  
Amy Ryan, Guest, Salisbury;

Adam Lougee, Clerk, non-member representing Addison County Regional Planning Commission (“ACRPC”), Alex Kelley, Rural Innovations Strategies, Inc. (RISI), Maddison Shropshire, ACRPC.

- 2. Adoption of October Meeting minutes:** The minutes were provided with the meeting package. **Andy Hooper moved to adopt the minutes. Ross Conrad seconded the motion,**

which passed by voice vote.

3. **Agenda Approval.** Steve asked for additions or changes to the agenda. He noted he wanted to move the Chair's Report up in the agenda to help facilitate other items on the agenda. **Hearing no other changes, Steve assumed the members consented to the agenda as amended.**
4. **Feasibility Study:** Steve introduced Alex Kelley From Rural Innovation Strategies, Inc. ("RISI") to the group as one of the consultants charged with creating a feasibility study for ACCUD. Alex presented a PowerPoint summarizing the feasibility study. Alex summarized his findings noting **it is feasible for ACCUD to find a path forward to viability. Paths available include partnering with an existing provider and/or merging with Otter Creek (Rutland) CUD to the south.** Copies of the PowerPoint presentation and of the complete feasibility study are available in ACCUD's page on the Addison County Regional Planning Commission website here: <http://acrpc.org/files/2020/11/Addison-Feasibility-Presentation.pdf>

**Steve noted that any one with questions regarding the study or presentation should send him their questions in writing by next week. He will aggregate them and send them to Alex for response.**

5. **Chair's Report.** Steve presented a timeline for the CARES funding. ACCUD has \$100,000 of funding that needs to be spent by December 20<sup>th</sup>. As such, Steve noted that the Executive Committee has been working hard to get RFPs, interviews and work tasks together to use the CARES money by its deadline of December 20<sup>th</sup>. Later tonight they will present the result of their work and request approval of several consultants and contracts.
6. **New Addison County Members:** Adam reported that Pantton had joined ACCUD bringing the membership to 16.
7. **Other Potential Members:** Adam noted that DPS had requested that Charlotte, Hinesburg, Huntington and Shelburne, orphans with no other CUD to the north, be allowed to join ACCUD. After some consideration, the Executive Board unanimously voted to reach out to these neighboring towns. The Full ACCUD Board will need to vote to approve them if they show interest.
8. **Election of New At Large Member of the Executive Board.** One of the members of the Executive Committee resigned for other commitments. Steve noted that ACCUD needed financing help and that Magna Dodge of Cornwall had financial experience and volunteered to serve. No other candidates came forward. **Billy Sneed moved to elect Magna Dodge to the Executive Committee as an at large member. Nancy Cornell seconded the motion, which passed unanimously.**
9. **ACCUD dba Selection.** Steve noted that ACCUD is a mouthful and not very market friendly. He noted that to help with marketing ACCUD should create a "doing business as" name. The Executive Board suggested two names for the full board to choose from,

Champlain Fiber.net and Green Mountain Broadband. They briefly discussed the pluses and minuses of each. **Paul Forlenza moved to adopt the dba Champlain Fibernet. Spence Putnam seconded the motion. After discussion, the motion failed.**

**Mark Boltz-Robinson moved to approve Green Mountain Broadband, Ross Conrad seconded the motion, which passed by voice vote.**

- 10. Executive Committee Report and Request to Choose Consultants.** Steve discussed the RFP's the Executive Committee had issued. He noted that for the Marketing/website RFP it had received 13 bidders, after interviews and reference checks, the Executive Committee is recommending that the Full Board vote to ratify Place Creative as the winning contractor for both marketing and website development services. **Mark Boltz-Robinson moved to select Place Creative. Ross Conrad seconded the motion, which passed by voice vote.**

Next, Steve presented the Executive Committee's recommendation for legal services. Steve noted the Executive Committee issued six invitations and received 3 responses. After review, interviews and reference checking, the Executive Committee recommends the law firm of Primer Piper as ACCUD's initial contractor for legal services. **Paul Forlenza moved to Select Primer, Piper. Mark Boltz-Robinson seconded the motion, which all approved.**

**Steve also noted that ACCUD had retained ACRPC to provide book-keeping and administrative services and ACEDC to help it with financial grant applications.**

**Steve concluded that all contracts to date put ACCUD on the fast track to organize, advertise and secure its legal and financial footing. He also noted ACCUD will expend approximately \$89,000 of CARES grant funding by the deadline.**

- 11. Treasurer's Report.** Arabella noted she would send and post a Treasurer's report.
- 12. Clerk's Report:** Adam reported he was applying for an additional \$20,000 grant from the Vermont Community Foundation.
- 13. Future Meeting Schedule Pick dates/times. Steve will send a Doodle Poll to determine the date of the next meeting.**
- 14. Adjourn – Ross Conrad Moved to adjourn and the members voted unanimously to adjourn at 6:30 p.m.**

Respectfully Submitted,

Adam Lougee, Clerk