

Approved _____, 2025

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Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

September 3, 2025

3:30pm - 5:00 pm

Location: 14 Seminary Street, Middlebury, VT

VIA TEAMS

PRESENT

Steve Huffaker (Ferrisburgh) - Chair

Shannon Haggett (Vergennes) - Vice-chair

Nancy Cornell (Starksboro) - At-large

Zapata Courage - (Lincoln) - Governing Board representative

Ellie de Villiers — Executive Director (ex officio)

Lynn Dunton - Treasurer (ex officio)

Jose Aguayo - Rural Broadband Technical Assistance Specialist, VCBB

1. Call to order / agenda approval

Recording announced. The meeting was called to order at 3:34 pm by the Executive Director. Quorum announced. Steve MOVED / Shannon SECONDED a motion to approve the agenda as presented. MOTION APPROVED unanimously by show of hands/voice vote.

2. Approval of minutes: August 20, 2025, August 26, 2025

- August 20 - Steve MOVED / Shannon SECONDED a motion to approve the minutes as presented. MOTION APPROVED unanimously by show of hands/voice vote.
- August 26 - approval tabled until next meeting.

3. Public comments - none

4. Chair Report - Steve said there are two critical path items to be discussed today: the 2024 Audit and environmental permitting, both to be discussed later in the meeting.

5. Executive Director Report - Ellie's recent focus is

- responding quickly to give Bonnie everything needed to finish the 2024 audit;
- working on recommendations about the Long Drop program for the E.C. to consider;

Work begins soon on the budget for next year, with approval by the Governing Board mid-October. Good news for the upcoming budget is an increase of 9% in BC/BS health insurance instead of the 25% increase anticipated.

6. Calls for decision/key discussion

- a. Executive Committee meeting scheduling - the 2nd and 4th Mondays would work for those present. Steve will contact Cy about these dates. Steve will recommend that the Governing Board appoint Zapata Courage to the E.C. at their next meeting on September 9.
- b. Personnel matters - Steve MOVED / Nancy SECONDED a motion to award Darlene a one-time check of \$1,000 for performance above and beyond the call of duty in support of Maple Broadband's efforts regarding accounting - general accounting and BEAD in particular. MOTION APPROVED unanimously by show of hands/voice vote.
- c. BEAD - Maple Broadband is a provisional winner of BEAD funding. The next step in the process is NTIA approval. High-cost locations were awarded to Starlink, representing slightly over 1% of the total cash awarded to Vermont. Ellie said that while in the provisional phase, Maple Broadband can still proceed to prepare for work to be funded by BEAD, by spending funds from pre-existing buckets for detailed design and limited equipment procurement, such as cable and electronics.
- d. VCBP Affordable Long Drop RFA - Ellie discussed her policy recommendations for immediate conversion customers and lower

income customers. The third group of manufactured home communities does not need to be considered, as the one in the Maple Broadband district is not eligible for Maple Broadband to serve under the terms of our construction grant.

- Immediate conversion customers are those already in the pipeline needing buried service who have not proceeded with the process because of cost. Ellie recommends that the first step will be to check to see if they are still interested. There are 152 households in this category. Ellie will work with LONDONmiddlebury to survey these customers. Income verification will be optional. Income documentation will be offered for the purpose of eligibility for a monthly subsidy. To ensure that Long Drop program assistance is getting to people who really need it, addresses with listed Real Value over 1 million will be excluded. These customers will not be required to self-certify that this is their primary residence.
- Lower income customers are those who have not yet registered an order for Maple Broadband service and who either
 - receive one or more of the following benefits - SNAP, Medicaid, SSI, WIC, Federal housing assistance, veterans pensions or survivors benefits and self-certify that this is their primary residence.
 - have verified income of 400% or less of the federal poverty level and self-certify that this is their primary residence.

This group of lower income customers will receive assistance to cover 100% of the cost of their long drop. If they own the property, they must have less than 1 million dollars in liquid assets.

The long drop program can also assist customers with income over 400% of the federal poverty level, and their assistance will cover 80% of the cost for their long drop. They also need to self-certify that this is their primary residence.

All households in the long drop program must

- provide an easement from the property owner
- commit to one month of service for every \$500 of funded drop, with a minimum of 6 months

- pay up front for any deviation from the lowest cost drop.

Nancy MOVED / Shannon SECONDED a motion to empower Ellie to make final policy choices along the recommendations discussed today, assuming the deadline for submission does not change. If the deadline is extended, there will be time to review what other CUDs have done, and for Ellie to come back to the E.C. with any revisions. MOTION APPROVED unanimously by show of hands/voice vote.

e. Board engagement in marketing - community engagement committee? The committee discussed ways to invite Governing Board members to be engaged in marketing, including soliciting their ideas on best ways to reach people in their towns, posting about Maple Broadband on their town's Front Porch Forum, and the idea of having a community engagement committee of the Board. All agreed that the issue should be added to the next meeting of the Governing Board and that discussion should include a range of examples.

f. Personnel policy, bylaws revisions, conflicts of interest
Shannon has provided a rough draft of the personnel policy. Steve suggested that Ellie make adjustments in harmony with her hire offer, resend, and have Cy review it. Secretary of State's Office has a conflict of interest training that the Chair, Vice-Chair, Treasurer, and Clerk need to watch by September 25. Steve said there will be time to update the by-laws after that.

7. Updates

- a. 2024 Audit - Lynn reported that she spoke with Bonnie yesterday, and the first draft of the 2024 audit report is ready. Ellie will have the Finance Committee review it, and will bring back any comments for Bonnie to incorporate. Thus, we are on track to have the audit report before the deadline at the end of September. Steve will ask the Governing Board to delegate the final approval of the 2024 Audit to the Executive Committee, to meet the deadline. Ellie added, an emergency meeting of the E.C. can be arranged, if needed, to meet the deadline, if the audit is not ready for a vote at the regular meeting on September 22.

- b. Finance Committee - next meeting is scheduled for September 12.
- c. Old Town Road - start date was moved from September 9 to September 15. Resources and oversight are aligned and ready to go.
- d. 2025 construction updates - current batch of work is close to being done. Permitting process has begun on next batch.
- e. Parking lot item discussed - #27 partner for affordability qualifications - Ellie has a meeting with CVOEO next week.
- f. Other - none

8. Other business - none

9. Future meetings/ adjourn

Governing Board: September 9, 2025

Finance Committee: September 12, 2025

Executive Committee: September 22, 2025

All agreed to adjourn the meeting.

Meeting was adjourned at 4:58 pm.

Submitted by Sharon Tierra, Minute-taker