

# Addison County Communications Union District DbA Maple Broadband

## Executive Committee Meeting Minutes

December 3, 2020

4:00 p.m. – 5:30p.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  
Magna Dodge, at large representative from Cornwall  
Arabella Holzapfel, Treasurer, ex-officio, Ferrisburgh  
Adam Lougee, Clerk, (“ACRPC”)

### 2. Approval of the Agenda. Nancy moved and Billy seconded the agenda, all members present consented to the agenda with the addition of the following two items:

- a. Maple Broadband logo
- b. Community Development Block Grant funding

### 3. Approval of the Minutes. November 23, 2020. Dan Sonneborn moved to approve the minutes. Nancy Cornell seconded the motion, all approved.

### 4. Outreach tool status and advertising: Steve noted he had a call with RISI tomorrow, but the tool development was moving forward. Adam had worked on the grant application and amended it to include the tool, advertising and some hotspots and advertising for those.

Steve also noted that he had summarized Maple Broadbands work in an annual report he was creating for the towns to have available. He will post the annual report in Teams and **asked that everyone with comments file them by tomorrow.**

**Network Operator Selection:** Steve noted that he had reviewed DV Fiber’s notes and had created a memorandum summarizing the operators that he felt might be available for Maple Broadband to discuss a partnership. He included his analysis of each company available and **asked that the Executive Committee also review it.**

He also noted he had created a list of interview questions for possible network operators. He also posted that to Teams and **asked that everyone review the questions. At our meeting next Thursday, he noted we would review both the companies and the questions and finalize them by**

**deciding with whom we wanted to speak and what we wanted to ask them.**

**Open Meeting Law Review:** Steve noted that as a public entity we are subject to the open meeting law. Our meetings need to be transparent posted and virtually all of our documents are available for review by the general public. He asked members of the Executive Committee to look at the Secretary of State's office publications on the requirements of the open meeting law and to include disclosure language in the bottom of its e-mails.

**Feasibility Study Debrief:** The Executive Committee noted that it needed to get the final document from Alex, have Adam and Steve review it, get it to Rob Fish and move on to the business plan.

**Treasurer's Report.** Arabella noted nothing had changed since her report at the Full Maple Broadband Board meeting the day before.

**Other Business:** Steve informed the Committee that Middlebury would entertain a proposal from Maple Broadband to grant or loan up to \$70,000 of its CDBG funding to Maple Broadband. **Steve and Adam will work to get on Middlebury's agenda and request the funding as a portion of the local equity Maple Broadband will need to apply for a VEDA loan.**

**Logo:** The Executive Committee reviewed the proposed Maple Broadband logo's created by Place Creative and narrowed their 6 proposals down to 3. **Magna Dodge moved and Nancy Cornell seconded sending logo designs 2,3, and 5 out to the full delegation for their vote on selecting the logo.**

**Adjourn:** Magna Dodge moved and Nancy Cornell seconded adjourning, which all approved. **the meeting adjourned at 5:23 pm.**

Respectfully Submitted, Adam Lougee, Clerk