

# Addison County Communications Union District DbA Maple Broadband

## Executive Committee Meeting Minutes

December 10, 2020

4:00 p.m. – 5:30p.m.

VIA ZOOM

Steve Huffaker, the Chair of the Addison County Communications Union District (“ACCUD”) dba Maple Broadband, welcomed the representatives of the Executive Committee to the meeting, called the meeting to order at 4:05 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. **Magna Dodge moved and Dan Sonneborn seconded the agenda, all members present consented to the agenda.**
3. Approval of the Minutes. December 3, 2020. **Magna Dodge moved to approve the minutes. Nancy Cornell seconded the motion, all approved.**
4. Chair’s report concerning ongoing operations: Steve noted he and Dan were working to set up Maple Broadbands phone lines so he will get messages.

Steve also noted Billy had been hard at work on the Outreach tool and encouraged people to look at it and send comments to Billy via Teams. Billy noted he had received several questions about getting Broadband immediately. Maple B cannot solve those problems, but can offer empathy and hope for the future.

**Steve and Nancy will work on frequently asked questions language for the tool.**

Steve noted the work on the signs is progressing by Place Creative.  
He also noted we would get Front Porch forum advertising and that Nancy ad edited.  
Place Creative has started to work on the mailing piece (**Adam remind Rob Fish we will do all the work, but not mail until after the holidays**).

Insurance, Steve noted both Public Officials and liability insurance were in process.  
Funding: **Magna and Nancy will create a funding plan with Adam’s help.**

**MB needs to create a presentation deck for Middlebury CDBG money and other funders that may follow.**

Feasibility Study: Steve noted he and Adam had reviewed the new Feasibility Study. It addressed Nancy's concerns and pursuant to the instructions at the last board meeting, **Adam will file it with DPS and put the final version on the website.**

**Alex Kelley from RISI will join us next meeting to discuss coordinating the Executive Board's work with the creation of the business plan.**

RDOF: Steve noted that the RDOF auction did not appear to have a lot of impact on the Addison Region. **He will continue to monitor it through VCUDA.**

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 reviewed his analysis of each company available. From his list, **Nancy Cornell moved the Board interview five companies, plus others that sought MB out. The five include:**

- a. CCI
- b. Valley.Net
- c. NRCT
- d. WCVT
5. Great

**Magna Dodge seconded the list and all approved.**

**Steve will create an invite pitch, agenda and scorecards and share them on teams.**

5. Treasurer's Report: Arabella noted she had shared a current Treasurer's report on Teams.
6. Other Business: **The board noted it would meet again on December 17<sup>th</sup> and then on Tuesday December 22 at 4:00 p.m. and Tuesday the 29<sup>th</sup> at 4:00 p.m. as necessary.**
7. Adjourn: **Magna Dodge moved and Nancy Cornell seconded adjourning, which all approved. the meeting adjourned at 5:32 pm.**

Respectfully Submitted,  
Adam Lougee, Clerk