



Date Approved: May 13, 2021

Addison County Communications Union District dba Maple Broadband

Executive Committee Meeting Minutes

May 6, 2021

4:00 PM - 5:30 PM

VIA ZOOM

1. Call to order

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, and called the meeting to order at 4:01 pm.

Steve Huffaker, Chair, Ferrisburgh;
Nancy Cornell, Vice Chair, Starksboro;
Ellie Hagopian, at large representative from New Haven;
Magna Dodge, at large representative from Cornwall;
Dan Sonneborn, at large representative from Bristol;
Arabella Holzapfel, Treasurer, ex-officio representative from Ferrisburgh;
Adam Lougee, Clerk, ACRPC;
Cy Tall, Bookkeeper;
Robyn King, Minute Taker

2. Approve the Agenda

Magna Dodge made a motion and Dan Sonneborn seconded to accept the meeting agenda, all members present consented to the agenda.

3. Previous meeting minutes approval - April 29

Steve Huffaker asked for a review of the April 29 meeting minutes, and noted there were a few adjustments on spelling. There being no additional questions or edits requested, Magna Dodge made a motion and Dan Sonneborn seconded to approve the meeting minutes for the April 29 meeting, and the motion passed unanimously.

Maple Broadband Member Towns

Addison
Ferrisburgh
Monkton
Ripton
Vergennes

Bridport
Leicester
New Haven
Salisbury
Waltham

Bristol
Lincoln
Orwell
Shoreham
Weybridge

Cornwall
Middlebury
Panton
Starksboro
Whiting

4. Operations Report

Ellie Hagopian noted there were two contacts in the info at email, one of whom was a librarian at the Vergennes library asking for wi-fi signs which were dropped off by Steve Huffaker. Ellie Hagopian noted there was an individual who reached out and noted an interest in volunteering to join as an alternate, and Steve Huffaker directed the individual to reach out to their Selectboard and the individual attended a meeting as an observer. Ellie Hagopian explained that this individual had a technical background which was much appreciated. Ellie Hagopian noted there was one person who signed up for the newsletter and an additional sign-up of someone interested in broadband.

Magna Dodge explained that the state level publicity and funds may be driving folks to the website, which is great. Ellie Hagopian noted that the Operations Committee discussed that there wasn't any concerted effort on marketing activities and it's expected there will be an uptick when this happens. Ellie Hagopian explained that she and Dan would be in contact about these activities.

Ellie Hagopian explained that she and Jancy had been in touch about the desire to relieve Jancy of her duties in answering questions that were incoming and posed the position opening to the Operations Committee. Ellie Hagopian noted that the Operations Committee would be meeting next Tuesday and this was a point of discussion, and explained that Jancy had offered to continue on in the capacity until there was a replacement. Steve Huffaker noted an appreciation of Jancy's promptness in answering questions and all her work, especially given the activity with the RFP. Ellie Hagopian expressed that a local replacement was in respect to both Jancy and Maple Broadband's needs.

5. Marketing Report

Dan Sonneborn noted that he hoped to engage with the potential intern to discuss marketing next steps, but he was also planning on sharing the Public Relations Plan provided from another CUD to the intern, Marketing Committee and Ellie Hagopian for next steps.

6. Financial Report

a. Grants

Nancy Cornell explained that they had received communication from the Hannaford Charitable Foundation noting that they were not selected for the \$50,000 grant. Nancy Cornell explained they were waiting to hear back on the

Rural Business Development Grant from the USDA for \$30,000 and she expected to receive that communication within the month. Nancy Cornell noted that they were also waiting to hear back on the Community Facilities Technical Assistance and Training Grant from the USDA and she was trying to clarify the timeline on when they may expect an answer. Nancy Cornell noted that a member of the Finance Committee was also exploring the Walter Cerf Community Fund grant.

Nancy Cornell explained it was her assessment that some of the private foundations may understand that there are additional monies coming from the state or other sources for broadband deployment. Adam Lougee noted he would be providing a letter of support for the Walter Cerf Community Fund Grant shortly.

b. **Treasurer Report**

Arabella Holzapfel noted that there were no changes to report.

c. **Other**

Magna Dodge noted there was nothing to report.

7. **Middlebury College Intern Next Steps**

Magna Dodge explained that she had not heard anything, and that she had reached out to her contact at Middlebury College to explain the same to see if there was any other avenue for gaining interest. Magna Dodge noted there was an understanding that Maple Broadband was late to the process, however there may still be applicants.

8. **RFP Updates**

Steve Huffaker explained that no questions had been received on the aggregate RFP that had been issued and it was his interpretation this meant that it was a solid RFP and the ask was clear. Steve Huffaker explained that the question period closed on May 3rd and he had heard from one potential bidder that it was a good package and there were no questions, but there was some follow-up after that communication indicating there were some questions, however it was past the deadline.

9. **Executive Session**

Steve Huffaker moved that he found that premature general public knowledge of Maple Broadband's discussions about the operating agreement and RFP status report would clearly place Maple Broadband at a substantial disadvantage because it risks



disclosure of Maple Broadband’s negotiations strategy if it were to be communicated to the public, the motion was seconded by Magna Dodge and all members present consented to the motion.

Steve Huffaker moved to enter into Executive Session for a discussion regarding the network operator and RFP updates and other confidential matters under Title 1, Section 313, Subsection A of the Vermont Statutes which was seconded by Magna Dodge and all members present consented to the motion.

10. Future Meeting: May 13

11. Adjourn

Magna Dodge made a motion to adjourn the meeting, and the Executive Committee adjourned the meeting at 5:30 pm by consensus.

Maple Broadband Member Towns

Addison
Ferrisburgh
Monkton
Ripton
Vergennes

Bridport
Leicester
New Haven
Salisbury
Waltham

Bristol
Lincoln
Orwell
Shoreham
Weybridge

Cornwall
Middlebury
Panton
Starksboro
Whiting