



Date Approved: June 1, 2021

Addison County Communications Union District dba Maple Broadband

Executive Committee Meeting Minutes

May 20, 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 4:02 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 Nancy Cornell seconded to accept the meeting agenda, all members present consented to the agenda.

3. Previous meeting minutes approval - May 13

Steve Huffaker asked for a review of the May 13 meeting minutes, and there being no additional questions or edits requested, Nancy Cornell made a motion and Dan Sonneborn seconded to approve the meeting minutes for the May 13 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 was a busy week in operations, with one person signing up for the broadband survey from Bridport, two sign-ups for the newsletter, and another person filling out the volunteer form. Ellie Hagopian explained that they were still transitioning Jancy out of her position and there was an acknowledgement that there was a delay in responding to the person interested in volunteering who was a digital marketing expert. Dan Sonneborn expressed an interest in connecting with the potential volunteer, given the background of the volunteer. Ellie Hagopian reported that Jancy communicated there were a few people who reached out interested in broadband service, and they had been responded to. Steve Huffaker noted that he had received a phone call and forwarded the transcription to Jancy and the info@ email.

a. Ticketing System

Ellie Hagopian explained that there was an interest in having a ticketing system for inquiries that was more advanced than the current spreadsheet system, but that this should not be duplicative with WCVT’s systems. Ellie Hagopian explained this would be more impactful when there was a higher volume and bigger diversity of requests coming in, and a ticketing system could help escalate requests that needed more attention. Ellie Hagopian noted that this may also be helpful to keep track of open tasks in operations that either have been or haven’t been resolved. Ellie Hagopian noted that given the deadline of the grant for operations being June 2nd, this may be a good fit for the grant opportunity given that the grant could support software costs. Ellie Hagopian explained that there had not been a determination on which ticketing system would be the best fit, but there would be a selection prior to the grant deadline.

Steve Huffaker noted that he was strongly opposed to doing anything redundant to WCVT as it may be confusing. Steve Huffaker explained that they would likely be for the foreseeable future a volunteer organization, and there needed to be simplicity for all involved. Ellie Hagopian noted that the idea was to reduce complexity as this would be a streamlined system to keep track of interactions with a single point, and that the current system using email inboxes could get cluttered over time. Ellie Hagopian noted that she was in agreement with keeping things as simple and as non-duplicative as possible. Steve Huffaker noted that he appreciated the effort and expected that there



would be more grant opportunities that would arise, so there is not a need to feel pressured if the timing isn't aligned. Steve Huffaker asked that Ellie Hagopian keep the Executive Committee apprised of different options so that the selection could be consensual.

Ellie Hagopian noted that a point of consensus seemed to be that all systems explored were fairly similar in their ease of configuration and accessibility. Ellie Hagopian noted that they would be seeking a licensing agreement that was more role based than seat based so that they could easily have a rotation of catchers without added costs. Ellie Hagopian noted that there were many suitable options, and she was open to writing a one-pager to explore the options. Steve Huffaker noted his concern was over system administration, but he would look forward to the details.

5. Marketing Report

Dan Sonneborn noted that there was one issue with the Place Creative website, and that he had asked for some images that they could place on their homepage that matched the theme and the coloration so that the site could be refreshed every few months. Dan Sonneborn noted that Place Creative had provided the images, and he would be selecting higher quality images for use on a rotational basis. Dan Sonneborn noted he was looking forward to connecting with the new volunteer, and he had provided a brief summary to Magna Dodge for the new intern on potential roles and responsibilities.

6. Financial Report

a. Grants Management

Steve Huffaker explained that page 2 of the Agenda had the body of the grant application that they submitted. Steve Huffaker noted that there seemed to be a struggle to deploy the H315 funds in an economical and balanced way and there seemed to be a question on whether or not Maple Broadband could wait for funding. Steve Huffaker explained that he noted to the Public Service Department contact that Maple Broadband was open to waiting for funding if need-be. Magna Dodge asked if there was any clarification on when Round 2 funding might be available and Steve Huffaker explained that there was communication that indicated there would be a lot of available funding in the very near future.



Steve Huffaker noted that he did not think it was necessary for Adam Lougee to write grants for Maple Broadband, given the in-house volunteer resources available for this kind of activity. Steve Huffaker explained that he could take on the responsibility of writing Department of Public Service grants as he was aware of the requirements, but he was interested in having one point of contact that would be responsible for grants in a cradle-to-grave manner. Nancy Cornell noted she would be comfortable in taking on this role. Steve Huffaker noted that he did not expect Nancy Cornell to do all of the related grant work, but oversee that it was being taken care of.

There was discussion on the communication with the Public Service Department related to grant funding, and it was agreed that this would be deferred to Executive Session.

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 noted that the intern would not start until June 1st, and they would have a little bit of time before he starts. Arabella Holzapfel asked if the payment of the intern would be through Middlebury College and it was confirmed that this was the case.

8. **Other Business**

Steve Huffaker noted that Rob Fish from the Public Service Department sent along an opportunity through NTIA for additional funding for broadband deployment, and it seemed like this could be a good opportunity for Maple Broadband and a potential operating partner.

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

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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 operating agreement 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: June 1

11. Adjourn

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

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