



Date Approved: July 29, 2021

Addison County Communications Union District dba Maple Broadband

Executive Committee Meeting Minutes

July 15, 2021

3:30 PM - 5:00 PM

**Location: 14 Seminary Street, Middlebury, VT
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 3:32 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;
Arabella Holzapfel, Treasurer, ex-officio representative from Ferrisburgh;
Adam Lougee, Clerk, ACRPC;
Cy Tall, Bookkeeper;
Fyn Fernandez, Intern;
Robyn King, Minute Taker.

2. Approve the Agenda

Steve Huffaker explained there was a change to the agenda regarding the NTIA Item. Magna Dodge moved to approve the agenda with Nancy Cornell seconding the motion and the motion passed unanimously.

3. Previous meeting minutes approval - July 8a, July 8b

The minutes approval was deferred until the Executive Committee Meeting on July 22.

4. Financial Report

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

a. Grants

i. *DPS Grants Pending*

It was noted that the grant documents for Round 1 and 2 were received, which were combined and amount to \$62,250. The general requirements of the grant were discussed, and resources that may be available to assist with interpretations. It was noted that there was communication from VCUDA regarding allocating money towards grants management in grant budgets, which Steve Huffaker noted he would earmark for upcoming grants and that he would ensure auditing services also had a budget line item. It was noted that the Executive Committee would seek assistance and consultation on the current round of grants and their administration.

There was discussion of the benefits of moving forward with executing the grant documents, and associated challenges with Magna Dodge noting that she was in favor of less administration and more mission-aligned work. There was consensus that Steve Huffaker would target Monday (July 19th) for a signature and he would collect comments from Executive Committee Members reviewing the documentation.

ii. *Grant reporting planning*

Steve Huffaker explained this work had begun, and they could collaborate with Middlebury College as well as ACRPC on finalizing the document that had been drafted focusing on process as well as roles and responsibilities.

b. Accounting changes update

Magna Dodge noted that she was planning on moving forward on this item, in collaboration with Cy Tall and Arabella Holzapfel.

c. Auditor RFP

Steve Huffaker explained there was no urgency on this item, and no updates.

d. Treasurer

Arabella Holzapfel noted that the balance was consistent with what was reported during the last meeting. Arabella Holzapfel committed to submitting the first invoice to the Department of Public Service for the first half of the



grant upon signature of the grant documentation. There was consensus that Quickbooks online could be purchased.

5. Operations Report

a. GIS Progress

Steve Huffaker gave updates on information processed by Fyn Fernandez and sent to VPS. There was a discussion of sharing of the information with third-parties, and there was consensus that the GIS data was not sharable with the operating partner, given confidentiality concerns.

b. Purchasing Policy

It was explained that the basis of this document was from the Vermont League of Cities and Towns populated with additional information that Cy Tall had gathered. Steve Huffaker asked for review from the Executive Committee members as to whether or not the information in the Purchasing Policy was appropriate, especially in terms of the bid process and dollar thresholds. There was a discussion of the bid process, with emphasis on potential needs for public and transparent sharing of the information collected in the bids for review.

c. Ellie Report

Ellie Hagopian noted there were two sign-ups for people who were interested in receiving regular email updates, and one person who signed up that they were interested in fiber who lived in Cornwall. Ellie Hagopian explained there was an Operations Committee meeting on Tuesday and there was discussion on ensuring consistency in email replies for volunteers who were responsible for the email inbox.

6. Marketing Report

Steve Huffaker noted that Dan Sonneborn had sent along an email with some resources to review. Fyn Fernandez explained the email outlined some of the marketing efforts planned and there was an interest in finalizing documentation that expressed guidance on roles and responsibilities as well as an overall vision. Fyn Fernandez explained that there has been movement on trying to select a newsletter software for Maple Broadband to use. There was discussion of planned redundancy in access to social media and other accounts.



7. Executive Session

Steve Huffaker moved that he found that premature general public knowledge of Maple Broadband’s discussions about the operating agreement 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 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.

8. Future Meeting: July 22

9. Adjourn

Steve Huffaker asked members to review the Grant Agreement and the two Policies that had been distributed, and Cy Tall noted she could handle the Procurement Policy revisions. The Executive Committee members adjourned the meeting at 5:03 pm by consensus.

Maple Broadband Member Towns

Addison
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Monkton
Ripton
Vergennes

Bridport
Leicester
New Haven
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Waltham

Bristol
Lincoln
Orwell
Shoreham
Weybridge

Cornwall
Middlebury
Panton
Starksboro
Whiting