



Date Approved: August 5, 2021

Addison County Communications Union District dba Maple Broadband

Executive Committee Meeting Minutes

July 29, 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 3:31 pm.

Steve Huffaker, Chair, Ferrisburgh;
Nancy Cornell, Vice Chair, Starksboro;
Magna Dodge, at large representative from Cornwall;
Ellie Hagopian, at large representative from New Haven;
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

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, July 15, July 22

Steve Huffaker made a motion to approve the meeting minutes from July 8, July 15th, and July 22nd which was seconded by Magna Dodge 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. Financial Report

a. Grants

It was noted that there was submittal and approval of the H315 grants, and there was an executed agreement with VPS.

b. Treasurer

Cy Tall confirmed that she would be interested in filling the position of Treasurer. It was noted there would be a need to fill a bookkeeper position, and there was consensus that selecting a firm would be a sound approach. Cy Tall explained that she was having conversations with firms who may be a good fit for bookkeeping services, and others noted connections as well. Cy Tall noted that the retainer may be small enough that there would not need to be an RFP for these services.

c. Auditor RFP

It was noted that there were multiple connections that could be drawn upon, and Ellie Hagopian has been working on the RFP and would connect with Cy Tall once it was drafted. There was discussion of timing of an audit, and it was explained that there would need to be an audit for the 2021 fiscal year, which could take place within 6 months of year-close. There was an explanation of how H360 funds could be used when they become available including pre-construction costs and purchasing materials with long lead times.

5. Operations Report

a. Accounting, Purchasing, and Public Relations Policy

Cy Tall explained the Accounting Policy was in process and would soon be shared. It was noted that the Accounting and Public Relations Policy should take precedence for finalization. There was discussion of upcoming grant requirements on auditing and purchasing, with Adam Lougee explaining that the contracts would include language on expectations.

b. Ellie Report

Ellie Hagopian noted there was no update on the forms and there were no emails received.



c. Other

There was a discussion of an email received from a Waltham resident, which resulted in a new volunteer supportive of Maple Broadband. There was consensus that this individual may be a good link to the Waltham Town Board.

6. Marketing Report

Dan Sonneborn gave some background and context on the benefit of having a Maple Broadband subscription to a digital newsletter platform. Dan Sonneborn made a motion to subscribe to a digital newsletter platform, which was seconded by Steve Huffaker. During discussion, it was noted that a viable platform, MailerLite, would meet Maple Broadband’s needs, would have a month-to-month subscription, and would be \$10 monthly. After discussion, the motion passed unanimously. It was noted that this could be activated quickly.

Dan Sonneborn noted he would create a spreadsheet that could be edited collaboratively that included all of the information that would be needed to add contacts to a list for the email newsletter, and asked Executive Committee Members to populate it. Dan Sonneborn asked that Executive Committee Members fill this spreadsheet out in the next week before the next Executive Committee meeting.

There was discussion of the distribution and finalization of a press release, with Magna Dodge committing to finding a list of media entities from the Town of Cornwall. Dan Sonneborn committed to reviewing and modifying the press release and coordinating a review so that it could be discussed at the next meeting. There was consensus that a frequently asked questions document would be helpful to have alongside the press release. Ellie Hagopian committed to taking the lead on the draft, in collaboration with Fyn Fernandez, and would distribute for comment ahead of the next meeting.

Dan Sonneborn explained that there are a few open marketing items, which could be summarized as an RFP for services. Steve Huffaker noted that there was an acknowledgement of the need for an individual who may volunteer who could assist with brand recognition and awareness, however this was not an immediate need.

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

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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 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: August 5th

9. Adjourn

Executive Committee members adjourned the meeting at 5:15 pm by consensus.

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