



Date Approved: September 2, 2021

## Addison County Communications Union District dba Maple Broadband

### Executive Committee Meeting Minutes

August 26, 2021

3:30 PM - 5:00 PM

Location: 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 3:33 pm.

Steve Huffaker, Chair, Ferrisburgh;  
Nancy Cornell, Vice Chair, Starksboro;  
Dan Sonneborn, at large representative from Bristol;  
Magna Dodge, at large representative from Cornwall;  
Ellie Hagopian, at large representative from New Haven;  
Adam Lougee, Clerk, ACRPC;  
Cy Tall, Treasurer-elect;  
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 - August 19th

Magna Dodge made a motion to approve the meeting minutes from August 19th meeting with minor modifications which was seconded by Nancy Cornell and the motion passed unanimously.

#### 4. Financial

##### a. Grants

It was noted that Maple Broadband application for a Cerf grant was rejected due to the expectation of increased funding in the future from the state.

---

#### 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

b. Auditor RFP

It was noted that the document would be circulated before the next meeting.

c. Bookkeeper Search

There was an update on the search for a bookkeeper from Cy Tall, with the explanation that Marble Trail Financial not able to take on extra work. There was discussion of the timeline, with consensus that it would be prudent to make a selection in the next few months and it would be best to have a firm selected as opposed to individual operators. It was noted that there should be redundancy and resiliency in the selection, in the event back-ups were needed.

Adam Lougee offered that ACRPC would have interest in supporting Maple Broadband in the bookkeeping capacity, and the Executive Committee Members agreed that this would be a good solution. It was noted that for this work, ACRPC could bill Maple Broadband in a standard format.

d. Treasurer

Steve Huffaker noted that the account had approximately \$55,300 in funds, but that once bills were paid this would go down to \$42,000 and there was an additional \$50,000 that had not yet been fully received. Nancy Cornell raised the need for an H315 grant report, which Steve Huffaker noted could be produced and Adam Lougee confirmed. There was discussion of the chart of accounts, and Cy Tall noted she was following up with April on this item.

5. Operations Report

a. Minute Taker

Steve Huffaker explained that Sharon Tierra, the new minute-taker, would be replacing the current minute-taker, starting at the September 2nd meeting.

b. Ellie Report

Ellie Hagopian noted that since the announcement of the signing of the Network Management Agreement with WCVT, there were two emails with folks being interested in service. Ellie Hagopian noted that there were five people who filled out the pre-subscription survey, with the composition being people from Ferrisburgh, Waltham, Addison, Monkton and Whiting. Ellie Hagopian continued to note that there were five people who expressed an interest in the



newsletter, with those people being from Bridport, Lincoln, Bristol, Waltham, and Shoreham. Ellie Hagopian explained she expected this level of interest to continue or increase.

**c. Build Sequence**

It was noted that there were maps shared that were created by John Van Hoesen, and an interest was expressed in better understanding the take rate and balancing this with the unserved and underserved areas. It was explained that a first pass of the build sequence should be finalized once the high-level design is concluded in the next month.

Steve Huffaker noted there was a meeting with Ellie Hagopian and VELCO based on the draft high-level design, with the next step being a regroup once the high-level design was completed. It was noted that VELCO has building plans that may coincide with Maple Broadband’s efforts, and there could be leveraging of capacity.

**6. Marketing Report**

**a. Welcome to Middlebury USA**

Dan Sonneborn explained there were pens available to hand-out and he could attend the event, with Steve Huffaker noting that Billy Sneed would also be present. It was confirmed that the event would be held at Town Hall Theatre in Middlebury.

**b. Pivot Group Marketing agency**

Dan Sonneborn explained that Pivot Group had proposed an introductory meeting to take place on September 16th at 4 pm, and it was agreed that the Executive Committee could attend this meeting.

**c. Dan Report**

Dan Sonneborn explained that from the mailing sent out today announcing the signing of the Network Management Agreement , there were 576 send-outs with an open rate of 41%, which was high as a result of this being the first correspondence. Other statistics, such as click-through rates and follow-up actions were also presented, all of which were positive.

**d. Other**

---

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



There was coordination of other items for the preparation for the Welcome to Middlebury USA event, including updated materials to hand-out, a means to have people sign-up to be kept up-to-date, and a map.

7. Other Business

There was an update on the pole survey, and it was explained that during an upcoming conversation with VPS and Christine Hallquist, it was expected that there could be a consensus on the adequacy of the approach for the pole survey, given the scope provided by VPS. It was explained that another goal of the meeting was to ensure that there would be a review of the expectations in regard to the scope for VPS, as well as the ability for Maple Broadband to continue its work in alignment with what may be available with upcoming funding.

8. Future Meeting: September 2nd

9. Adjourn

Dan Sonneborn moved to adjourn the meeting, which was seconded by Ellie Hagopian and the motion passed unanimously. The meeting was adjourned at 4:41 pm.

---

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