

Approved September 30, 2021

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

September 16, 2021

3:30 PM - 5:00 PM

**Location: 14 Seminary Street, Middlebury VT
VIA ZOOM**

1. Call to order

Recording of the meeting was announced and the meeting was called to order at 3:33 pm by the Chair.

PRESENT

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, Addison County Regional Planning Commission (ACRPC)

Cy Tall, Treasurer - elect

Jeremy Graves, President, The Pivot Group

Ben Bonds, The Pivot Group

2. Approve the Agenda

Magna D. MOVED / Nancy C. SECONDED a motion to approve the minutes as posted. Motion passed on voice vote/show of hands.

3. Previous meeting minutes approval: September 9

The minutes of September 9 will be on the agenda for approval at the next meeting, after members review, send any suggested edits to the Minute -taker, and she re-distributes a second version to all.

4. Financial

- a. Grants update - Act 71 grant application was submitted to Vermont Community Broadband Board (VCBB). This was the first application VCBB received from the Communication Union Districts (CUD).
- b. Auditor RFP - draft discussed. Ellie H. will make further changes as needed and will present for review/approval at the next meeting.
- c. Bookkeeper search - Cy T. recommended and the group agreed that Maple Broadband (MB) should continue to use April at the Addison County Regional Planning Commission (ACRPC) to maintain the financial records. Cy T. said that April has been very responsive in this role. Cy added that she can assist as an immediate back up, if needed. Adam L. supports this decision and said that ACRPC has the capacity to provide bookkeeper services to MB at this time. If the work load begins to increase beyond the capacity of ACRPC to provide bookkeeping services, Adam L. will notify the Executive Committee. Budget line item for bookkeeper services from ACRPC needs to be added to the 2022 budget.

- d. Treasurer monthly update - not due this week.
- e. 2022 Budget planning - Magna D. is taking the lead on drafting the 2022 budget, with target date for final draft of October 22. The plan is to have it ready to present to the Governing Board at their meeting in October. Magna D. said that most of the budget elements are present in the grant application.
- f. Umbrella insurance - Steve H. and Magna D. continue to explore options. They discovered that insurance from the Vermont League of Cities and Towns is not an option because they do not provide umbrella insurance.

5. Marketing -

- a. The Pivot Group, a marketing agency, delivered a presentation on their capacities.
- b. Dan S. has drafted an RFP for marketing services as a starting point and is continuing to explore marketing options. He will check with Kurt from Waitsfield Champlain Valley Telecom (WCVT) regarding a list of marketing companies he has compiled.
- c. The group discussed the importance of effective communications regarding the build sequence (possibly using language such as “phase one” and “phase two” and grouping towns within these phases) and marketing that is mindful of for-profit competitors.
- d. Dan spoke with John Freidin to ask if he would like to write content for the newsletter. John F. is considering. Nancy C. and Cy T. both offered to follow up with John F., as they have known him for a long time.

6. Operations

- a. Ellie report - one person filled out the “interested in fiber” form. Ellie H. gave an update on the monthly operations group meeting.
- b. High level design - Ellie H., Magna D. and Steve H. met with Vantage Point Solutions (VPS) regarding the build system and have given VPS direction about modifying the build sequence. VPS is on track to deliver the drawing on Monday September 20 at the next high level design meeting.

7. Other

- a. Steve H. reported that WCVT is partnering with Mission Broadband and NRTC to develop/ provide broadband service in the Northeast Kingdom.
- b. The committee discussed various issues with the partnership with Maple Broadband’s partnership with WCVT, including shared goals, Act 71 grant funding, marketing, and operations.

8. Executive session - not needed

9. Future Meeting: September 23

- 10. Adjourn - Nancy C. MOVED / Magna D. SECONDED a motion to adjourn the meeting. Motion passed on voice vote/show of hands.

The meeting was adjourned at 5:15 pm.

Submitted by Sharon Tierra, Minute Taker