

Approved October 14, 2021

**Addison County Communications Union District (dba) Maple Broadband**

**Executive Committee Meeting Minutes**

**September 30, 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 3:36 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

Cy Tall, Treasurer - elect

Arabella Holzapfel, Treasurer (ex-officio)

Adam Lougee, Clerk, Addison County Regional Planning Commission (ACRPC)

**2. Approve the Agenda**

Magna D. MOVED / Nancy C. SECONDED a motion to approve the agenda. Motion approved by show of hands/voice vote.

**3. Previous meeting minutes approval: September 16**

Magna D. MOVED / Dan S. SECONDED a motion to approve the minutes of September 16 in the latest draft version distributed. Motion approved by show of hands/voice vote.

**4. Financial**

a. Grants- Nancy C. reported that the Vermont Community Foundation (VCF) has given Maple Broadband (MB) an extension on the two grants until April 2022, on the two grants that totaled \$30,000. \$23,000 remains to be spent. If MB needs another extension past April 2022, VCF will extend further. Magna D. asked if MB could make another request from VCF, for future needs. Nancy C. will follow up with an inquiry.

Steve H. reported that the Act 71 pre-construction grant was approved by the Vermont Community Broadband Board (VCBB) and that VCBB will create sample language for MB to use to satisfy the need to more clearly define the required "universal service plan".

Nancy C. said that she asks April at the end of each month, for an expense report on the 315 grant, so that information can be reported to the State.

b. Auditor RFP - Ellie H. reported that the Auditor Request for Proposals was sent to 12 parties. 5 responded, and 2 responded with intent to bid. After discussion, Ellie H. agreed to contact the parties that did not respond and will adjust the calendar once there are at least 3 bidders.

c. Treasure's Report - Arabella H., outgoing Treasurer, presented the Profit and Loss report as a spreadsheet showing grants received and expenses to date. The current checkbook balance is \$43,870.30. After expected contributions from the towns of Cornwall and Weybridge are received, the balance will be \$133,846.50. All agreed that having the report in this format is very useful. Magna D. suggested that this report be provided bi-weekly. Arabella H. will add this report in Teams in the grants folder and will also distribute to the Executive Committee as an email attachment.

Appreciation was expressed for the valuable contribution Arabella H. has made to the work of the Executive Committee and that she will be missed. Arabella H. said that she will be stepping into the role of an alternate delegate from Ferrisburgh, and so will continue to be involved in Maple Broadband.

d. 2022 budget – Magna D. reported that drafting of the budget continues and she is now waiting on the figures for the latest projections for next year.

e. Business plan - Magna D. reported that the drafting of the business plan continues, in consultation with Alex Kelley at the Center on Rural Innovation Strategies Inc (RISI). Magna D. expects one more turn of draft changes before it is ready for sign off. Adam L. has also assisted with needed changes in the document.

#### 5. Operations

a. Ellie H. reported that no new submissions from the website have been received.

b. High-level design - Steve H., Ellie H. and Magna D. have had 3 meetings with Vantage Point Solutions concerning the build sequence and are satisfied that the work of high level design is basically complete, with a few more deliverables expected in a few days.

c. Material pre-purchase - no update today.

#### 6. Marketing

Dan S. reported that he now, with assistance from Steve H., has a list of 20 marketing firms, and has been reaching out to several that are appropriate. He will report back on his progress at the next meeting.

#### 7. Other business - none

#### 8. Executive Session

Steve H. MOVED / Magna D. SECONDED a motion to find that premature general public knowledge of Maple Broadband's business strategy would clearly place Maple Broadband at substantial disadvantage and risk disclosure of Maple Broadband's strategy, if it were to be communicated to the public. Motion approved by show of hands/voice vote.

Steve H. MOVED / Nancy C. SECONDED a motion to enter into executive session to discuss Maple Broadband's business strategy related to Maple Broadband's progress under Title 1, Section 313, Subsection A of Vermont's Statutes. Motion approved by show of hands/voice vote.

The Executive Committee came out of Executive Session at 4:44 pm.

Nancy C. MOVED / Ellie H. SECONDED a motion to authorize Steve H. and Magna D. to determine in the next few days whether the Executive Committee should instruct Vantage Point Solutions to proceed with detailed design activities. Motion approved by show of hands/voice vote.

9. Future meeting: October 7

10. Adjourn

Magna D. MOVED / Nancy C. SECONDED a motion to adjourn the meeting. Motion approved by show of hands/voice vote. The meeting was adjourned at 5:00 pm.

Submitted by Sharon Tierra, Minute-taker