

Approved October 28, 2021

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

**Executive Committee Meeting Minutes**

**October 7, 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

**2. Approve the Agenda**

Magna D. MOVED / Dan S. SECONDED a motion to approve the agenda as posted. Motion passed on voice vote/show of hands.

**3. Previous meeting minutes approval: September 23**

Dan S. MOVED / Magna D. SECONDED a motion to approve the minutes as most recently drafted. Motion passed on voice vote/show of hands.

**4. Financial**

a. Grants update - Steve H. reported that he received an email from Rob Fish from Vermont Community Broadband Board (VCBB) regarding VCBB Executive Director Christine Hallquist's recent presentation to the Vermont League of Cities and Towns (VLCT), advocating that VLCT encourage towns to provide financial support to the Communication Union Districts serving their area.

b. Auditor RFP update - Ellie H. reported that she called all the firms that didn't respond, two of which are considering the bidding opportunity. Meanwhile one of the two firms that expressed an intent to bid, has decided not to bid. At this time, Maple Broadband has done due diligence in seeking bidders, and, to date, only one firm confirms they want to bid. Ellie H. said she wants to work on the Q & A document, to provide more clarity on the complexity of the auditing work to be done, as the number of transactions will be relatively small for an organization with this size of budget.

c. Treasurer's Report - not due this week

d. 2022 Budget update - the Committee reviewed the budget line items. Magna D. said the 2022 draft budget reflects everything that is known at this time. Further input is welcome, and adjustments can be made. Magna added that, in addition, information

about anticipated expenses in the next 3 months needs to be added to the financial statement, to formulate the year-end forecast.

e. Business plan - Ellie H. and Magna D. have provided helpful comments, and the plan is still in process.

## 5. Operations

- a. Ellie report - no additional forms have been filled out. 2 emails requesting service have been received.
- b. High level design - Steve H. reported that Vantage Point Solutions (VPS) will provide the promised deliverables tomorrow. Steve added that he did instruct VPS to proceed with the next phase and that a meeting with VPS is scheduled for October 13, 2-4 pm. There was a discrepancy between the results of two separate assessments of unserved and underserved the service area. The correct number is 3,812.
- c. Material pre-purchase update - no update this week.

## Marketing

Dan S. reported that he is meeting with John Freidin next week to discuss the newsletter. Dan added that he has been reaching out to marketing agencies, with minimal response, to date. He did hear back from Pivot.

7. Other - Insurance - Steve H. said that Maple Broadband (MB) has the umbrella coverage that Green Mountain Power requires. MB may also need Directors and Officers (D & O ) and Errors and Omissions (E & O ) insurance. Steve H. is looking into options.

## 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 pending activities, if it were to be communicated to the public. Motion passed on voice vote/show of hands.

Steve H. MOVED / Magna D. 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 passed on voice vote / show of hands

The Committee came out of Executive Session at 5:12 pm.

## 9. Future Meeting: October 14

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

The meeting was adjourned at 5:30 pm.

Submitted by Sharon Tierra, Minute Taker