

Approved January 20, 2022

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

### Executive Committee Meeting Minutes

December 30, 2021

3:30 pm - 5:00 pm

Location: 14 Seminary Street, Middlebury, VT  
VIA ZOOM

#### 1. Call to order

The meeting was called to order at 3:32 pm by the Chair.

#### **PRESENT**

Steve Huffaker, Chair, Ferrisburgh

Nancy Cornell, Vice-Chair, Starksboro

Dan Sonneborn, at large representative from Bristol

Ellie de Villiers, at large representative from New Haven

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

Cy Tall, Treasurer

#### 2. Approve the Agenda

MOTION to approve the agenda as posted was APPROVED by show of hands/voice vote.

#### 3. Approve Minutes - November 30, 2021 and December 9, 2021

MOTION to approve both sets of minutes was APPROVED by show of hands/voice vote.

#### 4. Financial

- a. Grants - 25% of the H 360 grant funds have been received. It was noted that the grant agreement spells out the procedures for receiving the remainder of the funds. Nancy C. said she will review the agreement. Adam L. said that supplemental applications can be submitted at any time, with new or updated anticipated expenditures. Cy T. agreed to ask April at ACRPC for a general ledger report for each grant received by Maple Broadband.
- b. Re-Connect Program - after investigating the requirements for application, it is clear that Maple Broadband is not eligible, but that the State of Vermont is eligible to apply.
- c. Treasurer's Report - scheduled for the first or second meeting of each month
- d. Broadband subsidies - it was agreed that Nancy C. will contact FX Flinn at EC Fiber, regarding the process of being approved to offer subsidies. Steve H. mentioned that the draft Request for Proposals (RFP) for the construction grant does contain language about broadband subsidies.
- e. Town contributions - 7 member towns have sent in a contribution or pledged to contribute: Cornwall, Weybridge, Ferrisburgh, Ripton, Salisbury, and Monkton.

#### 5. Operations

- a. GMP/VPS coordination - Ellie dV. and Steve H. attended a recent meeting with Vantage Point Solutions (VPS). A follow up meeting with Green Mountain Power (GMP) is needed, to answer questions that came up. Ellie dV. will follow up with GMP on status of deliverables.
- b. VPS update - Steve H. reported that VPS wants to open the bids for electronics for fiber to the premise from their office in South Dakota. For transparency/accountability, the committee agreed that the best and most efficient procedure will be for the bidders to send hard copies of the bids to Maple Broadband and electronic copies to South Dakota.
- c. VCUDA Cable pre-purchase - there remains no guarantee regarding the timeline for cable to be delivered.
- d. Middlebury College intern - a list of tasks is being made, including some that could take place at ACRPC. Unknown at this time, whether Middlebury College will offer funding for the intern. Adam L. suggested that the expenditure for a part time intern would be about \$2,000. Steve H. asked that suggestions for tasks be sent to him.
- e. Ellie report- one person filled out the interested in fiber form.

6. Marketing

- a. The RFP went out this morning to 10 potential bidders identified after an extensive search. It was agreed to extend deadline for intent to bid to January 5, the deadline for questions to January 7 and the date when Maple Broadband will reply to questions to January 10.
- b. Town Meeting Day Maple Broadband report - it was agreed to provide the 2021 Maple Broadband Annual Report to the member towns. It will be sent to the Select Board and the Town Clerk of each town for inclusion in Town Meeting materials. Nancy C. will draft a cover letter with new about Maple Broadband since the Annual Report was published.

7. January 5 Governing Board meeting - copies of the Maple Broadband Annual Report will be distributed at this time to the delegates from member towns and will let them know that it is also being sent to the Select Boards and Town Clerks of each town to be included in materials for Town Meeting 2022.

8. Other Business - none

9. Executive Session - not needed

10. Future meetings: January 6

11. Adjourn

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 4:52 pm.

Submitted by Sharon Tierra, Minute-taker