

Approved February 10, 2022

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

January 20, 2022

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

Magna Dodge, at large representative from Cornwall

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

Meg Sharp, Plus One Strategy

Bill Taylor, resident of Addison

2. Approve the Agenda

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

3. Marketing RFP Bid Opening

The Committee agreed that in consideration of the special circumstances of the current pandemic that all bids received by the deadline, in either soft or hard copy, will be accepted. Four bids were opened at the meeting. Two were received in hard copy and two in soft copy. There is a hard copy bid packet that was received at the office in Middlebury today. The four bids opened today are from Pioneer Utility Resources, Plus One Strategy, Pivot, and Place Creative. Tomorrow, Magna D. will pick up the bid packet that was received by the office. It is either a fifth bid or the hard copy of one of the two soft copy bids already opened. Dan S. and Magna D. will work on bid leveling. Dan will ask bidders that provided hard copies to send a soft copy as well, to facilitate the bid leveling process.

4. Approve Minutes - December 30, 2021 and January 6

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

5. Financial

a. Grants - Nancy C. reported that the Rural Business Development grant of \$30,000 has been pre-approved and the committee is waiting further word.

b. H360 Grant Supplement - the committee discussed the list of anticipated costs through the end of 2026 to be included in the H360 grant supplement, including VCUDA dues, meeting minutes, licenses, Quickbooks, legal, insurance, marketing, and contingency. Magna D. is the lead person on the H360 grant supplement budget. She will be contacting committee members for information, as needed. Steve H. clarified that the funds in the H360 grant supplement will need to be spent by December 31, 2026.

c. Treasurer's Report - not needed this week

6. Operations

- a. GMP/VPS coordination - tabled
- b. VPS update - Vantage Point Solutions has been busy working on fielding. Steve H. is working with them to de-risk and accelerate the schedule.
- c. Middlebury College intern - the college is not ready for applications yet.
- d. Ellie report - responded to 3 customers and had one new person fill out the interested in fiber form.

7. Marketing - see discussion in Marketing bid opening above

8. Other Business - none

9. Executive Session

MOTION was made 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 they were to be communicated to the public. Motion APPROVED by show of hands/voice vote.

MOTION was made 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 committee came out of Executive Session at 5:37 pm.

10. Future meetings: January 27, February 10, February 24
Steve H. remarked that on January 27, the decision about anticipated costs for marketing will be made, and at the February 24 meeting, the bid openings for the two capital items will be opened.

11. Adjourn

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:45 pm.

Submitted by Sharon Tierra, Minute-taker