

Approved March 24, 2022

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

**Executive Committee Meeting Minutes**

**February 24, 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 3:34 pm by the Chair.

**PRESENT**

Steve Huffaker, Chair, Ferrisburgh

Nancy Cornell, Vice-Chair, Starksboro

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)

Cy Tall, Treasurer

Stan Fedynyshyn, Walker & Associates

2. Approve the Agenda

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

3. Approve Minutes - February 10, 2022 - Tabled after discussion that a footnote to explain a misstatement needs to be added by the Minute-taker before approval.

4. Materials RFP Bid Opening

Four bids were received. One bid was non-compliant, so not considered. Raw (not yet leveled for comparison) numbers provided by the three bids considered are as follows:

1. Calix

- Cabinets for Town 1 - \$59,376
- Cabinets for Town 2 - \$23,871
- Cabinets for Town 3 - \$39,928
- ONT Gear - \$249,222
- Professional services - \$1,182
- Subscriptions - \$9,062

2. Walker & Associates

Total bid amount - \$468,532

3. Nokia

- OLT electronics - \$85,104
- OLT - \$315,638
- Software - \$14,655
- Support - \$15,505
- Services - \$10,011

Next steps: Leveling the bids, selecting one applicant, presenting to the Governing Board for approval.

5. Financial

- a. Grants - Nancy C. said that the deadline for the final report and closing out of the grant from Vermont Community Foundation is April 29. The committee agreed to discuss the matter further in Executive Session.
- b. H360 Grant Supplement - the supplement was approved, and the official paperwork from Vermont Community Broadband Board (VCBB) is expected to arrive shortly.
- c. Construction Grant Update - VCBB has invited Maple Broadband to apply for a construction grant for Phase I. An updated business plan needs to be finalized to submit with the application.

#### 6. Operations

- a. VCBB / Incidental Overbuild Constraint - deferred to Executive Session
- b. GMP/ VPS coordination report - no new information to report
- c. VPS update - pole applications have not yet been submitted and should be done immediately. Vantage Point Solutions (VPS) has completed area coverage surveys for all of the Phase I area.
- d. Ellie report - 1 person filled out the interested in fiber form

7. Marketing - Dan S. and Magna D. will be talking with Jeremy at Pivot tomorrow. Further discussion about the marketing RFP needs to be done when Dan S. is present.

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 5:12 pm.

10. Future meetings: March 1 at 4 pm

#### 11. Adjourn

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:13 pm.

Submitted by Sharon Tierra, Minute-taker