

Approved March 10, 2022

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

**Executive Committee Meeting Minutes**

**January 27, 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)

Cy Tall, Treasurer

2. Approve the Agenda

Not formally approved, but no objections to the agenda were made.

3. Approve Minutes - January 20 minutes are pending and were tabled until next meeting.

4. Financial

a. Grants

- Nancy C. reported that she attended an NTIA grants session. Several others from Vermont were also there, including Congressman Peter Welsh. The process is being held up by numerous legal appeals by current telecommunications providers.
- Steve H. said that the Maple Broadband's target date for applying for the construction grant from Vermont Community Broadband Board is mid- to late February.

b. H360 Grant Supplement Recommendations - Cy T. and Magna D. met to break down anticipated costs into categories. Magna has been gathering information from many sources for the supplement budget. The target for submission is next week.

6. Operations

- a. GMP/VPS coordination - Maple Broadband, Green Mountain Power, and Vantage Point Solutions will have a planning meeting every other week. VPS is making pole applications on behalf of Maple Broadband. Ellie deV. showed a spreadsheet breaking out the cost for each application. The total cost for the pole applications comes to \$64,052 for Phase I. There are 4,985 poles in the Phase I area, and the blended average cost per pole is \$12.85.
- b. VPS update - Vantage Point Solutions has divided Phase I into two sections - Phase I-A and Phase I - B for purposes of the field work currently being done.
- c. Middlebury College intern - the job description for an intern is in development. A person with writing skills and ability to do basic analysis will be sought. Tasks blending marketing

with GIS work may be included in the description. Maple Broadband is a start up and as such can offer the chance to be involved in many interesting aspects of development.

- d. Ellie report - one person filled out the interested in fiber form. She also responded to inquiries from citizens in Orwell and Weybridge.

7. Marketing - RFP Recommendations - Dan S. reported that 4 responses were received. After consideration using a bid leveling spreadsheet, 2 firms were identified as finalists. More time is needed to gather information from each of them. MOTION was made to seek permission from the Governing Board at their meeting on February 2, to interview the 2 finalists and be authorized to select one. Motion APPROVED by show of hands/voice vote. Steve H. will present slides at the Governing Board meeting to demonstrate due diligence in the marketing RFP process.

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 5:41 pm.

10. Future meetings: February 10, February 24

11. Adjourn

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:50 pm.

Submitted by Sharon Tierra, Minute-taker