

Approved March 24, 2022

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

March 10, 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 3:33 pm by the Chair.

PRESENT

Steve Huffaker, Chair, Ferrisburgh

Ellie de Villiers, at large representative from New Haven

Dan Sonneborn, at large representative from Bristol

Magna Dodge, at large representative from Cornwall

Cy Tall, Treasurer

John Freidin

2. Approve the Agenda

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

3. Approve Minutes

- January 27, 2022 - MOTION to approve the minutes was APPROVED by show of hands/voice vote.
- February 24, 2022 - tabled until next meeting.

4. Financial

- a. Grants - Vermont Community Foundation grant deadline has been extended until the end of October, 2022.
- b. Construction grant application update - Ellie deV. and Magna D. completed the draft of the business plan. Steve H. will review the business plan and submit the application to Vermont Community Broadband Board in the next few days.
- c. Audit status update- Cy T. reported that all documentation requested by the auditor has been submitted. The Executive Board should have have a first view of the audit by early next week. Cy stated that the Statute requires that the audit be completed by the end of April. Steve H. will draft an audit timeline.

5. Operations

- a. GMP/VPS coordination update - Ellie deV. reported that she recently discovered from Green Mountain Power (GMP) that Vantage Point Solutions (VPS) has still not correctly submitted the pole applications for Phase I-A. This has resulted in a delay of one month in the planned timeline. Ellie deV. will monitor the situation closely to ensure that the applications are correctly submitted. Steve H. will conduct a lessons learned session with VPS. Ellie deV. advised that once the pole applications are submitted, bills will be generated and will need to be paid within the time specified. Ellie added that it would be good to have a checklist and timeline for right of way permits and to find out where GMP buried plant locations are.

- b. VPS update -covered in GMP/VPS update
- c. Insurance update - deferred to Executive Session
- d. Waitsfield and Champlain Valley Telecom (WCVT) secure staging - during the week of April 4, the chainlink fence should be in place and the storage area will be ready to accept materials that can be stored outdoors. A temperature controlled trailer is planned to hold materials that need to be protected from the elements.
- e. Materials purchase update - purchase orders have been issued for splitter, cabinets and enclosures. Purchase orders for electronics expect to be issued shortly. Cy T. said that she made a new folder in Teams for the purchase orders.

6. Marketing

- RFP update - Dan S. said that he and Magna D. met today with one of the finalists and it was a productive meeting. Dan said a decision will be made before the committee's next meeting on March 24.
- John Freidin, who has volunteered to help with marketing, asked the committee members to email him with news about Maple Broadband progress that he can incorporate into marketing materials that he will be writing.

7. Other Business - none

8. 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 4:40 pm.

9. Future Meetings: March 24

10. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:00 pm.

Submitted by Sharon Tierra, Minute-taker