

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

March 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 3:32 pm by the Chair.

PRESENT

Steve Huffaker, Chair, Ferrisburgh

Nancy Cornell, Vice-Chair, Starksboro

Ellie de Villiers, at large representative from New Haven

Dan Sonneborn, at large representative from Bristol

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

John Freidin

2. Approve the Agenda

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

3. Approve Minutes

• February 24, 2022

• March 1, 2022

• March 10, 2022

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

4. Financial

a. Grants - Nancy C. reported that the USDA grant for \$30,000 is expected in June or July, now that Congress has passed the budget.

b. Construction grant application update - the application is still in progress. Vermont Community Broadband Board has just issued new requirements in terms of format.

c. Audit status update- Steve H. said that Cy Tall is confident that the audit will be completed in time for the annual meeting in May. Steve H. added that this audit timeline will remain in place so that it is ready for the annual meeting each year.

5. Operations

a. GMP/VPS coordination update - Ellie deV. reported that 9 pole applications for Phase I-A have been submitted. 7 were accepted by Green Mountain Power (GMP) and those invoices have been paid. The 2 remaining pole applications had "issues" and were submitted and paid, after the removal of the transmission poles (16 from one, and 17 from the other). So the part that's pending is only these 33 poles. The design needs those 33 poles so Maple Broadband is still facing a potential schedule impact. Ellie deV. added that it is also very important that Vantage Point Solutions (VPS) include all the unserved addresses in each

pole application, as GMP gives a \$2,000 credit toward the application fee, for each unserved address.

- b. VPS update - Maple Broadband has received several invoices from VPS for field service work, with more to come. Steve H. and Ellie deV. are reviewing and verifying the invoices as they come in. Steve H. instructed VPS to eliminate transmission poles from the design going forward, and for parts of the design already completed, to submit the transmission poles FIRST for future pole application submissions.
- c. Insurance update - the equipment that is being ordered must be insured en route as well as in storage. The cable being purchased through Vermont Community Union District Association (VCUDA) also must be insured en route. Steve H. will be in touch with his contact at VCUDA to determine the named "loss payee". When Magna Dodge and Cy Tall return, these insurance issues will be brought to closure.
- d. Waitsfield and Champlain Valley Telecom (WCVT) secure staging - Steve H. and Ellie deV. visited WCVT for 3 hours. The date of April 4 was confirmed for the secure staging enclosure to be completed. Regarding the temperature controlled trailer, the trailer provider insures the "skin" and Maple Broadband insures the contents.
- e. Materials purchase update
 - i. Electronics - Calix
 - ii. Enclosures - Graybar
 - iii. Miscellaneous materials including strand and lash will need to be purchased for the 42 mile build in Phase I-A. Steve H. will issue the RFP for miscellaneous hardware with quotes due by March 31.
- f. Ellie report - one person in Cornwall filled out the interested in fiber form. Two email inquiries were received, with follow up in process.

6. Marketing

- a. Pivot has been selected consensus of Dan S. and Magna D. as the finalist. Pivot could start engagement in mid-May. Contract is being reviewed and relevant dates modified.
- b. Dan S. received 3 resumes from Middlebury College students interested in being summer interns with Maple Broadband, and one with marketing experience has been interviewed by Dan S. If she is selected, she could start in June. The internship is 20 hours a week for 8 weeks.
- c. After meeting with Phil Sommers from the Addison County Chamber of Commerce, Dan S. recommends that Maple Broadband become a member. This will be on the agenda for a future meeting.
- d. Crowd Fiber is a website tool useful for Communication Union Districts that assists people who have some interest in high speed broadband learn more about the progress being made for it to come to their area and to become subscribers when it does. This tool can be seen on the NEK Broadband website. Next step is discussion with Waitsfield and Champlain Valley Telecom about the benefits of using Crowd Fiber on the Maple Broadband website.

7. Other Business

- a. Nancy C. would like to step down as Vice - Chair, but is willing to continue to serve on the Executive Committee. Steve H. will present a list of members and officers of the

Executive Committee for the consideration of the Governing Board at their next meeting on April 6.

- b. Nancy C. reported that she sent a reminder to the Select Board of each member town that it is time to appoint/reappoint their representatives to the Governing Board by the Annual Meeting in May.

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 4:57 pm.

9. Future Meetings: March 31, April 14

10. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:01pm.

Submitted by Sharon Tierra, Minute-taker