

**Maple Broadband**  
**Addison County Communications Union District**

**Monthly Meeting Minutes**

**April 6, 2022**

**5:00 p.m. – 6:30p.m.**

**VIA ZOOM**

**To attend the meeting via your computer or mobile device:**

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/89577682706?pwd=dEN1N0VB5GRZNGpnRmN1NVAxZnJ0dz09>

[Meeting ID: 895 7768 2706](#)

[Passcode: 674915](#)

Join by phone: +1 646 558 8656

Steve Huffaker, Chair of Maple Broadband welcomed the representatives of the member towns.

1. **Welcome/Introductions/Call to Order**. The following people were present:

Paul Nikolich, Delegate Addison;  
Rick Scott, Delegate Bridport;  
Dan Sonneborn, Delegate Bristol;  
Magna Dodge, Delegate Cornwall;  
Cy Tall, Alternate Cornwall;  
Steve Huffaker, Delegate Ferrisburgh;  
Ross Conrad, Delegate Middlebury;  
Hugh McLaughlin, Alternate Middlebury;  
Jim Robinson, Delegate Orwell;  
Howard Hall, Delegate Pantton;  
Carl Seibecker, Delegate Shoreham;  
Nancy Cornell, Delegate Starksboro;  
Shannon Haggett, Delegate Vergennes;  
Spence Putnam, Delegate Weybridge;

Adam Lougee, Clerk, non-member representing Addison County Regional Planning Commission

2. **Agenda Approval**. Steve asked for additions or changes to the agenda. **Spencer Putnam moved approval of the agenda. Shannon Haggett seconded the motion, which passed unanimously by a voice vote/show of hands.**
3. **Approve meeting minutes from March 2, 2022.** In the Discussion, Magna Dodge noted under #4,

Grant Report, we applied for and received approval for additional pre-construction grant funds of \$635,000...not \$335,000. In #5 Town Contribution Update, 8 towns have contributed a total of \$335,000...not \$350,000. **Carl Seibecker moved approval of the minutes from March as amended. Dan Sonneborn seconded the motion to approve the minutes. All approved the minutes from March's meeting as amended, which passed by a voice vote/show of hands.**

4. Grant Report. Steve reported that he and Magna are working on our construction grant and expect to complete that application soon, definitely before the next meeting. Steve noted we have been working hard to address VCBB's concerns about incidental overbuild. We have our pre-construction grant for \$2.3M, have amended that grant to ask for approximately \$635,000 in additional funds for expenditures beyond the current fiscal year and have been granted the additional funding. Nancy reported she expects Maple Broadband will receive an additional \$30,000 grant from USDA sometime in June or July.
5. Treasurer's Report. Cy Tall reported on the financial documents she had sent out prior to the meeting. Cy started with the Statement of Revenues. It shows a positive balance of \$312,000. Cy also walked the Board through the Statement of Revenues and Expenses. She noted the biggest expense is from VantagePoint, our engineers for their work designing our system. She also noted our revenues and expenditures to date are on track with our projections.
6. Town Contribution Update. Steve reported that 8 of our 20 towns had contributed \$335,000. He was pleased with that to date and encouraged delegates from towns that had not contributed to speak with their selectboard. Howard Hall of Panton noted his town would like to see more towns contribute. Nancy Cornell noted her town of Starksboro expects to spend its ARPA funding in the near future and she hopes it will contribute. **Steve noted he would reach out to the selectboards of the towns that have not contributed again. Magna noted that Maple Broadband will be sending out its audit shortly after its annual meeting on May 10th, which should give selectboards more confidence in Maple Broadband.**
7. Miscellaneous Hardware RFP Report/Vote: Steve asked to table the item. He thought he would have quotes back, but does not at this time. He noted even these little nuts and bolts have long lead time items. **Nancy Cornell moved that the Board authorize the Executive Committee to purchase long lead time miscellaneous hardware after it completes its due diligence. Paul Nikolich seconded the motion, which passed unanimously.**
8. Marketing Agency Selection: Dan Sonneborn noted that the Marketing committee had selected a marketing firm and that it was currently running the contract by Maple Broadband's legal counsel. He also noted that Maple Broadband had hired a marketing intern from Middlebury College for this summer. Middlebury College is generously paying for the student's time.
9. Preconstruction activity Report. Steve stated that Maple Broadband was moving forward with its pre-construction tasks. VantagePoint Solutions ("VPS"), Maple Broadband's engineering firm, has its design work well underway. Additionally VPS has a crew on the ground in the region to field verify data. They have field verified all of the phase 1 build area and had moved into the rest of the network. We have also started working with Green Mountain Power to secure our pole licenses and to plan for makeready work. We are moving to start our build in fall 2022 and then to really hit the ground running in the spring of 2023.
10. Pending Officer Elections: Steve noted that at our Annual Meeting in May, Maple Broadband

needs to formally re-elect its executive officer and board members. Steve noted that he had polled the existing board members and all would like to continue the work Maple Broadband has started. The only small change involves Ellie DeVillers stepping forward into the role of Vice Chair and Nancy Cornell stepping back to an at-large position on the Executive Board. Steve noted Nancy requested the change because she recognized that others had stronger technical skills than she did and could better lead the organization in this critical phase of work. Steve proposed the existing board as a slate of officers for vote at the annual meeting. Steve also recognized that the Board gets to elect its executive committee and its officers and opened the floor for other nominations. Hearing none, he noted he would open the floor to nominations again at the Annual Meeting.

11. Other Business: Adam reminded Board members to check in with their selectboards to make sure they had been reappointed to Maple Broadband. Nancy Cornell informed the board that she had already reached out to their respective Town clerks and asked the clerks to remind the executive board to appoint a delegate to Maple Broadband.
12. Future Meeting: Our next meeting will be our annual meeting on Tuesday, May 10th, 2022 at 5:00 p.m.
13. Adjourn: **Nancy moved to adjourn. Paul Nikolch seconded the motion and the members voted unanimously to adjourn at 6:16 p.m.**

Respectfully Submitted,

Adam Lougee, Clerk