

Approved May 5, 2022

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

April 14, 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

Nancy Cornell, Vice-Chair, Starksboro

Ellie de Villiers, at large representative from New Haven

Magna Dodge, at large representative from Cornwall

Dan Sonneborn, at large representative from Bristol

2. Approve the Agenda

MOTION to approve the agenda as amended with the bid opening for materials inserted after approval of minutes, was APPROVED by show of hands/voice vote.

3. Approve Minutes - March 24, 2022

MOTION to approve the minutes was APPROVED by show of hands/voice vote, with one abstention (Magna D.)

4. Miscellaneous hardware bid opening - The following bids for miscellaneous hardware were opened and read:

Graybar - \$245,174.00

Power and Tel - \$252,418.04

The bids will be discussed in Executive Session.

5. Financial

- a. Grants - Nancy C. reported that the revised pre-construction grant agreement has been received. She added that she attended a grant management webinar, which provided relevant information for Maple Broadband, particularly for purposes of recording and reporting.
- b. Construction grant application update - Steve H. reported that the application is nearing completion, and will be submitted either tomorrow or over the weekend.
- c. Audit status update- audit is still in process. If it is not ready by April 28, another meeting will need to be scheduled to review it before the Annual Meeting on May 10. Dan S. agreed to send the Place Creative contract, that breaks down the expenses for their marketing work, for the auditor to review.
- d. Materials purchase via pre-construction grant - Vermont Community Broadband Board has informed Maple Broadband that additional funds are available now, accessed through the pre-construction grant, that can be used at this time to purchase materials. If

expenditures for materials are in excess of the cap on these new funds, the amount over the cap will be subtracted from the construction grant.

6. Operations

- a. GMP coordination update - Green Mountain Power (GMP) is now engaged in the balance of pole applications for Phase I.
- b. VPS update - deliverables now include a tracking spreadsheet for the pole application process. Maple Broadband has a supervisor at Vantage Point Solutions (VPS) responsible for its pole applications and is no longer concerned about schedule risk for make ready.
- c. Insurance update - Elle deV. reported that she sent all the information to the insurance provider that was needed and the coverage paperwork is in process.
- d. WCVT secure staging update - Steve H. said that the secure trailer is expected to be delivered to Waitsfield and Champlain Valley Telecom (WCVT) in two weeks. The trailer needs to be in place to store materials being purchased at this time, once they are delivered.
- e. Materials pre-purchase update - active and passive enclosures have been ordered through Graybar.
- f. Ellie report - 3 people living in Bristol, Vergennes and Weybridge have filled out the interested in fiber form and responses sent to 4 more people who left email messages.

7. Marketing

Dan S. said that he has received the contract from Pivot, and has passed it on to council for legal review. After that, Pivot will review the contract, and plans to start in mid-May. Dan S. is coordinating with Sofia, Middlebury College intern, her start and end dates. It was suggested that she be added to the email list, to help her be more informed about Maple Broadband activities. Dan S. added that he is preparing a slide about marketing for Steve H. and Magna D. to use for presentations to Select Boards.

8. Other

- a. Steve H. plans to talk with WCVT about Crowd Fiber.
- b. Nancy C. said that 8 towns so far have appointed / reappointed delegates to the Governing Board for the ensuing year.

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 5:00 pm.

Motion to award the bid from Power and Tel in the amount of \$252,418.04 for miscellaneous hardware APPROVED by show of hands/voice vote.

10. Future Meetings: April 28 Audit Review, May 10 Annual Meeting

11. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:06 pm.

Submitted by Sharon Tierra, Minute-taker