

Approved June 9, 2022

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

**Executive Committee Meeting Minutes**

**May 27, 2022**

**1:30 pm - 3:00 pm**

**Location: 14 Seminary Street, Middlebury, VT**

**VIA ZOOM**

1. Call to order

The meeting was called to order at 1:32 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

Cy Tall, Treasurer

2. Approve the Agenda

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

3. Approve Minutes - none to approve today

4. Public Comments - none

5. 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 2:50 pm.

6. Governing Board Planning - discussed in Executive Session

7. Financial

a. Grants management planning - tabled until a future meeting

b. Affordable Connectivity Program (ACP) - tabled until a future meeting.

8. Operations

- a. GMP coordination update - tabled until a future meeting.
- b. Insurance update - no update today
- c. WCVT secure staging update - equipment continues to arrive. Containers and shelving is in place. Power and Tel has been given the go-ahead to ship materials.
- d. OPR RFP update - bid opening will take place at future meeting
- e. Phase I A Hub locations update -
  - I. Civil engineering - Andrew Martin, governing board member who has volunteered to prepare specifications for concrete slabs for Hub locations, is ready to work on the specifications when the time is right.
  - II. Permitting - no update today
- f. Materials logistics update - Ellie has been and continues to work on a basic inventory management system. Materials that have arrived at Waitsfield and Champlain Valley Telecom (WCVT) secure staging area, need to be counted to ensure that each invoice, packing slip and items received in that shipment, all correlate. Steve H. said that he will go to WCVT every two weeks to physically count items received. Cy T. added that she will need copies of every invoice and packing slip.
- g. Ellie report - tabled until a future meeting

#### 9. Marketing

- a. Pivot start date - to be set at the appropriate time
- b. CrowdFiber - tabled until a future meeting
- c. Intern update - Sophia starts in 2 weeks on June 13

#### 10. Other

- a. WCVT sub-grant - Information is still needed from Roger at WCVT in order for Maple Broadband to apply for the sub-grant.
- b. Ellie dV. will be the back up person for Dan S., to assist when marketing ramps up, as Magna D. is in the process of stepping down from the Executive Committee.

#### 11. Future Meetings: June 9

#### 12. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 3:10 pm.

Submitted by Sharon Tierra, Minute-taker