

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

**Executive Committee Meeting Minutes**

**June 16, 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 3:38 pm by the Chair.

**PRESENT**

Steve Huffaker, Chair, Ferrisburgh

Ellie de Villiers, Vice-Chair, New Haven

Nancy Cornell, at large representative from Starksboro

Magna Dodge, at large representative from Cornwall

Dan Sonneborn, at large representative from Bristol

Cy Tall, Treasurer

Sophia Holm, intern

**2. Approve the Agenda**

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

**3. Approve Minutes - June 9, 2022**

MOTION to approve the minutes as drafted was APPROVED by show of hands/voice vote.

**4. Public Comments - none**

**5. Financial**

a. Grants management planning - Vermont Community Broadband Board (VCBB) seeks a report having to do with State and Local Fiscal Recovery Funds (SLFRF). Nancy C. will review what is being asked for, and follow up. Discussions are ongoing with Waitsfield and Champlain Valley Telecom (WCVT) regarding jointly applying for a large federal grant.

b. Rural Business Development Grant - USDA - Nancy C. has given Steve H. the latest batch of required forms for him to fill out. This grant is to be used to purchase contracted services.

c. WCVT sub grant - application for this grant is on hold by request of WCVT.

d. Audit lessons learned session(s) - in progress but no update today.

e. Affordable Connectivity Program (ACP) - FCC registration number has been obtained. The next step will be taken once Maple Broadband has subscribers.

**6. Operations**

a. GMP coordination update - Ellie dV. reported there are still two outstanding pole applications. There is currently a supply chain challenge with telephone poles that need

to be replaced. This delay in the make-ready process was not expected. Ellie dV. also mentioned the importance of managing the pole applications to maximize the benefit of the the \$2,000 credit per unserved address.

- b. Insurance update - Elle dV. is monitoring materials that have been delivered and will update insurance coverage as needed. Current coverage is \$750,000.
- c. Phase I A Hub locations update - a number of locations for the first hub in the Phase IA area are being considered. A form letter will be sent to 10 addresses in the planned area for the 1A Hub.
  - civil engineering - planning is being done in consultation with Vantage Point Solutions (VPS)
  - permitting - no permit is required in Cornwall
- d. Materials logistics update - the storage containers at WCVT are full with delivered materials, and most of the cable that was ordered has been received. WCVT staff person Dawn is now serving as inventory manager for Maple Broadband materials on site at WCVT, using a bar code system. She proposed that if she is able to enter the purchase order financial details, Maple Broadband would also know the value of its inventory. After discussion, MOTION to approve sharing materials costs with Maple Broadband's partner WCVT was APPROVED by show of hands/voice vote.
- e. At-large member search - Elle dV. and Steve H. have begun discussions.
- f. Ellie report - 5 people filled out the interested in fiber report

#### 7. Marketing - deferred to Executive Session

- a. Pivot engagement
- b. Towns grant notification
- c. CrowdFiber

#### 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 5:28 pm.

#### 9. Other - none

#### 10. Future Meetings: June 20 (OPR bid opening)

#### 11. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:30 pm.

Submitted by Sharon Tierra, Minute-taker