

Approved August 25, 2022

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

August 11, 2022

3:30 pm - 5:00 pm

Location: 14 Seminary Street, Middlebury, VT

VIA ZOOM

1. Call to order

Recording announced.

The meeting was called to order at 3:33 pm by the Chair.

PRESENT

Steve Huffaker, Chair, Ferrisburgh

Ellie de Villiers, Vice-Chair, New Haven

Magna Dodge, at large representative from Cornwall

Nancy Cornell, at large representative from Starksboro

Dan Sonneborn, at large representative from Bristol

Sophia Holm, intern

2. Approve the Agenda

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

3. Approve Minutes

- June 30, 2022; July 21, 2022; July 28, 2022

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

- August 5, 2022 bid opening

The Committee agreed to approve the minutes as drafted. The bid opening was a public meeting attended by Steve Huffaker and Nancy Cornell, and a quorum was not needed.

4. Public Comments - none

5. Financial

- a. Rural Business Development Grant - USDA - No action at this time. Nancy C. said that she is in the process of responding to the latest memo from her contact at USDA. She will be following up with Steve H. and Magna D. once details are clarified, and use for the grant is approved.
- b. Waitsfield and Champlain Valley Telecom (WCVT) sub grant - The WCVT grant application is on the agenda for the next meeting of Vermont Community Broadband Board (VCBB) in September. At that time, Maple Broadband expects to learn what, if anything, will be required of Maple Broadband regarding reporting on this sub grant.
- c. Affordable Connectivity Program (ACP) - in progress

6. Operations

- a. Teams conferencing - Maple Broadband is changing platforms for meetings from Zoom to Teams, resulting in a cost savings. Ellie dV. pointed out that Teams is the platform used by VCBB - another plus.
- b. Executive Committee member search - Steve H. will issue a reminder to the Governing Board that the search continues, with one candidate interested so far.
- c. Construction update
 - Ellie dV. will be heading up a task group to review options and make a recommendation about generators for the hubs.
 - Ellie dV. and Magna D. are working on a response to the proposed VCCB policies for fiber build out when Communication Union Districts (CUDs) and internet provider territories overlap, providing feedback for the purpose of changes to make the policies more workable and for the benefit of all parties.
- d. GMP coordination update
 - Ellie dV. said that she has identified all the routes in Phase 1A area where GoNetspeed has stated they intend to build. Because Maple Broadband is therefore prohibited to build with construction grant funds in these areas (with a few exceptions) under the current VCBB policies, Ellie dV. asked Green Mountain Power (GMP) not to replace any poles on those routes.
 - The list of routes in Phase 1B where Maple Broadband is permitted to build has been finalized, with 2,000 poles still on the priority list. Vantage Point Solutions (VPS) has been directed to extract the pole applications that are next in line, and GMP will be asked to follow through with make-ready work on those pole, so that Syracuse can do the construction work efficiently. Steve H. asked Ellie dV. to verify that make-ready work can continue during the winter months.
 - Maple Broadband needs to send the draft construction grant to VPS.
 - VPS needs to provide the detailed design on the newly allowed routes to VCBB, as no funds are to be spent prior to VCBB approval of the updated detailed design.
- e. Insurance update - Ellie dV. has received the updated materials inventory list from Dawn at VCVT and is updating insurance coverage accordingly. Ellie added that all three kinds of fiber have now been received.
- f. Phase I A Hub locations update - Cornwall hub is close to being ready for construction to begin. The agreement with the contractor for all three hubs still needs legal review. Shoreham and Orwell hub negotiations are progressing.
- g. Materials logistics spreadsheet - spreadsheet in place, and this item can be removed from future agendas.
- h. Ellie report
 - 19 people from all over the district have filled in the Interested in Fiber form and there were also about 25 email inquiries through the website, after the most recent posting on Front Porch Forum.
 - It was agreed, that Maple Broadband's partnership with WCVT needs to be more fully communicated with people in member towns. Some parts of member towns are actually in WCVT territory. People in the WCVT territory (in Maple Broadband member towns) need to understand that Maple Broadband and WCVT are partners in the effort to bring fiber to all addresses in the Maple Broadband district, and that WCVT will be building the network to their addresses.

7. Marketing -

a. Pivot engagement - Pivot is working on a draft marketing plan, with a hyper-local approach.

b. CrowdFiber - details are part of the marketing plan that Pivot is drafting.

8. Executive Session - not needed

9. Other

10. Future Meetings: August 25, September 1

11. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 4:37 pm.

Submitted by Sharon Tierra, Minute-taker