

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

**Executive Committee Meeting Minutes**

**June 30, 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

Ellie de Villiers, Vice-Chair, New Haven

Magna Dodge, at large representative from Cornwall

Dan Sonneborn, at large representative from Bristol

Cy Tall, Treasurer

Adam Lougee, Clerk, Addison County Regional Planning Commission

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 16, 2022 and June 20, 2022**

MOTION to approve both sets of minutes as modified with correct spelling of Sophia's first name in the June 16 minutes, was APPROVED by show of hands/voice vote.

**4. Public Comments - none**

**5. Financial**

a. Grants management planning - Steve H. reported that planning is ongoing.

b. Rural Business Development Grant - USDA - All items that have been requested, have been submitted.

c. WCVT sub grant - no update.

d. Audit lessons learned session(s) - Cy T. said that this item is now on the top of her "to-do" list.

e. Affordable Connectivity Program (ACP) - no update.

**6. Operations**

a. Proposal to omit the August Governing Board Meeting - After discussion, MOTION to recommend to the Governing Board, that the August meeting be permanently omitted from the monthly meeting schedule, was APPROVED by show of hands/voice vote.

b. GMP coordination update - Ellie dV.

- The final pole application for Phase 1A requires poles replaced at an estimated cost of \$25,263. After discussion of the importance of timely action on this matter, MOTION to

approve the signing of the Make Ready Work Cost Agreement for Pole Application PA 5027295 at an estimated cost of \$25,263, was APPROVED by show of hands/voice vote.

- Going forward, pole applications should be prioritized in the order that Maple Broadband will be building the network.
  - Ellie dV. received an updated set of pole applications for Phase 1B from Vantage Point Solutions (VPS).
  - Ellie dV. presented a spreadsheet of pole application costs to date, representing 20% of Phase 1A and showing that make ready costs to date are 30% of budget (or 70% under budget).
- c. Insurance update - no update at this time.
- d. OPR bid leveling report - 3 bids were received. Bids were evaluated based on pricing and on quality and response of submission. After discussion, MOTION to recommend to the Governing Board that VPS be appointed as OPR was APPROVED by show of hands/voice vote. It was noted that assurance will be needed that the inspection engineer is different from the design engineer.
- e. Phase I A Hub locations update - Steve H. has met with two possible Phase 1A Hub location landowners in Cornwall, and they have been provided with a copy of the hub lease. A hub lease will not be signed until the construction grant is approved. Steve H. has completed his work on the hub design and it is being reviewed by an engineering firm. Next step - to get a bidders list for slab construction.
- f. Materials logistics spreadsheet - no update at this time.
- g. Ellie report - 5 people filled out the interested in fiber report, and she has been responding to emails.
7. Marketing -
- a. Pivot engagement - no update at this time.
- b. CrowdFiber / CheckPoint - Dan S. and Ellie dV. have looked at both of these platforms for subscriber management services, and Ellie dV. has done a comparison. After discussion, MOTION to adopt either CrowdFiber or CheckPoint, at the discretion of Dan S. and Ellie dV, as soon as possible after the construction grant is approved, was APPROVED by show of hands/voice vote.
- c. Sophia presented information about the opportunity for marketing at Addison County Fair and Field Days August 9-13. The cost for a booth at the fair for 5 days is \$225. The biggest challenge would be staffing the booth for 6 hours for 5 days, but if the booth were shared with a partner, such as Waitsfield and Champlain Valley Telecom (WCVT) or with Addison County Regional Planning Commission, it could be managed. It was suggested that having a kid friendly activity draws people to the booth. Dan S. will follow up with WCVT about sharing a booth. Adam L. said he is interested in ACRPC sharing a booth with Maple Broadband.
8. Executive Session - not needed
9. Other
- The construction grant has been submitted to the Vermont Community Broadband Board (VCBB). Initial response from VCBB was positive and encouraging.
  - Steve H. outlined the timeline of anticipated next steps, if the construction grant is approved:

- July 13 contractor bid opening
- July 18 VPS finalists received
- July 21 - approval of successful contractor
- July 25 Governing Board special meeting to approve contract award
- week of July 25 contractor negotiations
- August OSP contract executed

10. Future Meetings:

- June 29 - VPS pre-bid conference
- July 6 - Governing Board meeting
- July 12 - post grant planning meeting
- July 13 - construction bid opening
- July 21 Executive Committee meeting - Ellie dV. hosts

11. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:00 pm.

Submitted by Sharon Tierra, Minute-taker