

Approved October 27, 2022

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

October 13, 2022

3:30 pm - 5:00 pm

Location: 14 Seminary Street, Middlebury, VT

VIA ZOOM

Recording announced.

1. Call to Order

The meeting was called to order at 3:35 pm by the Chair.

PRESENT

Steve Huffaker (Ferrisburgh) - Chair

Carl Siebecker (Shoreham) - Vice Chair

Nancy Cornell (Starksboro) - At-large

Ellie de Villiers – Executive Director (ex officio)

Magna Dodge – Chief Financial Officer (ex officio)

Cy Tall – Treasurer (ex officio)

2. Approve the Agenda

MOTION to approve the agenda as modified, with addition of report on hiring the Executive Director and discussion in Executive Session of cable bidders list, was APPROVED by show of hands/voice vote.

3. Approve Minutes - September 1, 2022, September 15, 2022, September 20, 2022

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

4. Public Comments - none

5. Chair Report - none today

6. Financial

- a. Equal Access to Broadband (EAB)- All agreed it is time to prepare to work with EAB. Ellie dV. will schedule a day and time for EAB to give a 15-20 minute presentation to the Executive Committee, customized for Maple Broadband. Members are asked to send their questions about EAB within one week to Magna D., who will compile a list of bullet points to assist EAB in focusing the presentation on what Maple Broadband is most interested in. Ellie dV. said that funds are in the budget for customer acquisition, including being used to increase access to broadband for customers with lower incomes.
- b. Seek additional pre-construction funds from Vermont Community Broadband Board (VCBB)? - not discussed
- c. Executive Director status report - Magna D. and Cy T. have been working to facilitate the process of bringing on Ellie dV. as Executive Director. It has been determined that payroll can be done through Quick Books. Magna D. contacted NFP, a nationwide insurance broker and consultant that provides benefits administration. The annual cost for their services is \$2,500. Agreement with NFP has been circulated for review. MOTION to adopt the agreement with NFP was APPROVED by show of hands/voice vote.

7. 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 went into Executive Session at 4:02 pm and came out of Executive Session at 4:14 pm.

8. Operations

- a. Construction update - Ellie dV. and Steve H. meet weekly with construction contractor Syracuse. Materials were brought from storage in Waitsfield to begin construction in Cornwall. Ellie dV. reported that to date, Syracuse has deployed about 10 miles of strand. There have been no big challenges in the construction process, although there have been some delays because third parties had not finished the make ready work on time.
- b. Equipment pads (hubs) update - Cornwall hub concrete pad is scheduled to be poured by the end of October. Carl S. was told that the Shoreham Select Board signed the hub agreement and he is following up with them for the signed paperwork. The landlord/host of the hub in Orwell has signed the lease agreement. The Maple Broadband representative in Orwell will work with Magna D. on next steps.
- c. Generator task group update - Ellie dV. now has two more people in the group, Andrew Martin and Brent Newton, making a total of 7. Ellie would like to kick off meetings of this group in November.

9. Marketing

- Ellie dV., Dan S. and Steve have been working on the draft RFP to refresh the website. There is a possibility it will not be needed, if Pivot can make the moderate changes proposed, but the RFP is ready to go out, if needed.
- A joint press release with Waitsfield and Champlain Valley Telecom (WCVT), that includes a quote from Christine Hallquist, will be released for publication soon.
- Steve H. asked that Ellie dV. and Dan S. work on the draft for a press release about hiring an Executive Director.
- Sandwich boards have been ordered. Truck magnets, palm cards, and door hangers are being printed.

10. Other

- Nancy C. advised that the Committee keep an eye out for grant opportunities, especially the Northern Borders grant.
- Nancy C. Ellie dV. and Cy T. have been working on the first construction grant report.

- Nancy C. and Cy T. have been working on the report of in kind contributions for the USDA grant.

11. Future Meetings: October 20 (public bid opening), October 27, November 2 (Governing Board), November 10

12. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote.
The meeting was adjourned at 4:34 pm.

Submitted by Sharon Tierra, Minute-taker