

Approved October 13, 2022

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

September 1, 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 3:32 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

Adam Lougee, Clerk, Addison County Regional Planning Commission

Carl Siebecker, Representative from Shoreham

2. Approve the Agenda

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

3. Approve Minutes - August 25, 2022

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

4. Public Comments - none

5. Financial

- a. Construction grant update - grant agreement was signed on August 31 and copies distributed to Ellie dV., Nancy C. and Magna D. Ellie dV. has created a detailed spreadsheet of required tasks to be accomplished now and in the next few weeks. Vermont Community Broadband Board can be invoiced for 30% of the grant at this time, as a deposit. The second 30% can be invoiced after the detailed design is submitted and approved. The third 30% can be invoiced once 50% of miles are built or upon approval of expenses. First invoice needs to be submitted as soon as possible. Ellie dV. will create the invoice, and will communicate with Cy T. and with April in the ACRPC office, to ensure that the invoice is submitted as soon as possible. Adam L. had offered that April could complete that task if needed.

b. 2023 budget preparation - tabled until Cy T. returns.

6. Marketing

- a. Pivot - Dan S. said work is going very well - with the creation of a detailed project plan with dates, deliverables, and action items.
- b. CrowdFiber - Dan S. reported very good progress, including a detailed task list, timeline, domaine set up, certificates ready to go, good integration with overall plan for Maple Broadband, and messaging based on phases such as preregistration and service.

7. Operations

- a. Construction update - Steve H. presented timeline and cautioned that communication to the public is critical because the active cabinet on order for the Cornwall hub will probably not be delivered until November. If the cabinet is delivered in November, Maple Broadband will not be able to add subscribers until the end of December, or even later if there are further delays in cabinet delivery. Also, Ellie dV. said that GMP is not able at this time to get some of the poles they need to replace. Best case scenario is two months to get the pole replacements done. So pole replacements are another factor in the timing of the network going live.
- b. 2024 cable RFQ report and decision - Due to the overbuild rules, there is a reduced need for the amount of cable needed going forward. The plan is to task Vantage Point Solutions to assess the need for cable in the next few years, beyond Phase I, given the overbuild rules.
- c. Executive Director next steps - for discussion in Executive Session.

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 4:58 pm.

Steve H. MOVED / Magna D. SECONDED a motion to recommend to the Governing Board that Maple Broadband hire Ellie de Villiers as Executive Director, subject to a mutually agreed upon contract. Motion APPROVED - 3 in favor, 0 opposed, 1 abstained (Ellie dV.)

9. Other

Vermont Community Broadband Board is planning on applying for a large federal grant to build "The Middle Mile," and are seeking letters of approval from Communication Union Districts and regional planning commissions. Ellie dV. said this will be on the agenda at the next meeting of the Vermont Communication Union District Association meeting. No action needed by Maple Broadband at this time.

10. Future Meetings: September 15

11. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:10 pm.

Submitted by Sharon Tierra, Minute-taker