

Approved October 13, 2022

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

**Executive Committee Meeting Minutes**

**September 15, 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 3:34 pm by the Chair.

**PRESENT**

Steve Huffaker, Chair, Ferrisburgh

Magna Dodge, Chief Financial Officer

Nancy Cornell, at large representative from Starksboro

Cy Tall, Treasurer

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 - September 1, 2022 - tabled until next meeting

4. Public Comments - none

5. Financial

a. Construction grant update - Cy T., Ellie dV. and Nancy C. will meet to discuss the construction grant next week.

b. 2023 budget planning - Cy T. and Ellie dV. have been working on the report of the 2021/22 budget vs actual. Magna D. said the 2024 budget needs to also be projected, for applying for construction funds for next phases.

c. ARPA tranche 2 contributions planning - Steve H. gave a presentation to the Select Board in Starksboro last night, that was well received.

Steve said he has now done presentations in each of the 20 member towns, and now plans to communicate a second request for ARPA funding by email or other written communication. After discussion with the committee, it was agreed that the towns in the Phase I area, Middlebury, and Starksboro should be approached first.

## 6. Operations

- a. Construction update - Ellie dV. and Steve H. met with VPS and the construction contractor Syracuse to confirm the scope of work for Phase 1A. The number of miles has been reduced to 30 due to restrictions in the grant award. Also, it has been decided to have WCVT do the “drops”, that is the connections between the fiber on the poles and the subscribers house. Syracuse has agreed to the changes in the scope of work assigned to them. Construction trucks will not have signs that advertise Maple Broadband, but the workers will have “palm cards” about Maple Broadband to give to citizens who ask what the work is for.
- b. Overbuild challenge process update - Ellie dV. and a WCVT representative recently met with Christine Hallquist for ongoing negotiations regarding the overbuild challenge.
- c. Phase 1 Hubs update - Town of Shoreham has offered that Maple Broadband can connect to the Town generator. Next step for the Shoreham hub is the signing of the lease agreement. In Orwell, the Town is not able to provide the location for a hub on Town land, so an alternate location is being explored.
- d. Generator task group update - Billy Snead would like to join this group, has expertise to offer,
- e. Executive Director status report - Steve H. suggested that once the Executive Director is hired, that the Executive Committee have 5 voting members (the Chair, Vice Chair, and 3 at large representatives) and that the Executive Director be a non-voting member. This is the model followed by the Vermont Community Broadband Board. Steve H. will discuss this idea with Adam Lougee, who wrote the by-laws.

## 7. Marketing

- a. Pivot - Dan S. and Ellie dV. are meeting weekly with Pivot. The timing of marketing messages is important, and Pivot has advised the right time to reach out to subscribers is about one month before going live. Because of the delay in the delivery of the key cabinet for the

Cornwall hub, it is anticipated that subscriptions will not be able to begin until the end of 2022 or beginning of 2023.

- b. CrowdFiber - Ellie dV. is following up with the process to get the CrowdFiber system fully populated with Maple Broadband data. WCVT has also formally signed up with CrownFiber.

#### 8. Executive Session - not needed

#### 9. Other

- a. Steve H. reported that the Governing Board officially appointed Magna Dodge as Chief Financial Officer (unpaid) at its last meeting.
- b. USDA ReConnect grant opportunity - Nancy C. and Ellie deV. participated in a call about this grant opportunity. While Maple Broadband does not have sufficient resources in house for writing this type of grant, it could build capacity through partnerships, such as engaging Vantage Point Solutions (VPS) for the engineering part and Waitsfield and partnering with Champlain Valley Telecom (WCVT) for their grant writing expertise. Cy T. and Nancy C. have set up a meeting with a USDA representative to discuss.
- c. Steve H. requested that committee members come to agreement that they will respond to emails by the end of the following business day. He offered this as a reasonable request that will move the work along in a timely manner. He emphasized that a simple response is all he is asking for, even if just to say that, for example, a full reply or the information requested will be forthcoming.
- d. Nancy C. noted that the grant from the Vermont Community Foundation needs to be spent by October 31.

10. Future Meetings: September 22 (budget planning), September 29 (regular meeting)

#### 11. Adjournment

MOTION to adjourn the meeting APPROVED by show of hands/voice vote. The meeting was adjourned at 5:20 pm.

Submitted by Sharon Tierra, Minute-taker