

Approved January 12, 2023

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

January 5, 2023

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 3:30 pm by the Executive Director.

PRESENT

Steve Huffaker (Ferrisburgh) - Chair

Carl Siebecker (Shoreham) - Vice-Chair

Nancy Cornell (Starksboro) - At large

Dan Sonneborn (Bristol) - At large

Shannon Haggett (Vergennes) - At large

Ellie de Villiers – Executive Director (ex officio)

Cy Tall – Treasurer (ex officio)

Adam Lougee, Clerk (ex officio)

2. Approve the Agenda - MOTION to approve the agenda as posted was APPROVED unanimously by show of hands/voice vote.

3. Previous meeting minutes approval: December 21, MOTION to approve the minutes, with the minor changes suggested by Ellie dV. was APPROVED unanimously by show of hands/voice vote.

4. Public Comments - none

5. Procurement policy discussion and vote - The Committee has reviewed the draft policy. After discussion, MOTION to approve the document as drafted, with the exception of sections 83 and 85, was APPROVED unanimously by show of hands/voice vote. After further discussion and incorporation of suggested changes, MOTION to approve sections 83 and 85 as amended, was APPROVED unanimously by show of hands/voice vote. It was agreed that a working group be formed to review Maple Broadband's governance documents (by-laws and related documents) and to recommend changes. Review of the by-laws is overdue. The matter will be on the agenda for a February meeting.

6. Chair Report - Steve Huffaker

Steve H. would like to get the word out, especially to farmers, that Maple Broadband is looking for secure storage for cable in the Phase 1 build area (Cornwall, Shoreham, or Orwell), perhaps a large empty barn that could be secured with a fence surrounding it and padlocks on the doors. Dan S. agreed that Front Porch Forum (FPF) would be a good way to reach farmers and others at the grass roots level. Steve will draft something about this need, for Dan S. to post on FPF.

7. Operations

- a. Construction update - Cornwall hub is installed, has power, splicing is done, and uplink to Waitsfield and Champlain Valley Telecom (WCVT) is in place.
- b. Service launch update - As soon as the initial group of service drops are done and the link to WCVT is activated and tested, the soft launch will commence - expected to be at the end of January.
- c. 1B and 1C update - meeting was held with Vantage Point Solutions (VPS) regarding the updated scope of work in the 1B and 1C areas. VPS is working on staking sheets to provide to the construction contractor, Syracuse.

8. Marketing update

Dan S. reported that recent meetings with Pivot have focused on clarifying expectations of what Maple Broadband needs at this point in its development that Pivot can provide. Discussions include review of original contract and modifications needed, especially concerning

marketing through social media. Ellie dV. added that she has been making some changes to the website, in addition to what Pivot did. Ellie also composed copy for the recent editions of the Cornwall newsletter and the Addison County Regional Planning Commission newsletter.

9. Strategic

- a. Consolidated/Fidium 2023 plans - Fidium Fiber (Consolidated Communications) seems to be preparing to offer fiber internet in Ripton, Middlebury, New Haven and Weybridge in the near future. This is a major new development, affecting almost all of the planned Phase 3 area. The impact on Maple Broadband's business plan is not yet known. Ellie dV. will reach out to Consolidated to get more specific address plans.
- b. Next build phase 2A - Steve H. and Ellie dV. are forming a working group to modify the proposed build and proposed materials purchase plans and will present these plans to the full Executive Committee on January 12th.

10. Financial

- a. Dashboard & FY2022 financial reporting - Cy T. reported that the financial dashboard for December is complete and she will send it out to the Committee. Additionally the annual Income/expense sheet and balance sheet for 2022 is nearly done. It was agreed that Nancy C., Ellie dV. and Cy T. will begin work on the financial policies document, that includes reporting policies. The dashboard may provide the basis for the reporting policies section.
- b. Financial model update - will be done in the next week.
- c. Bookkeeper update - Cy T. reported that the letter of agreement is ready to sign.
- d. Affordability research update - Recent meeting with Holly Groschner had a favorable outcome, with an updated proposal including a lower number of customers needed (50 instead of 150) to begin offering subsidies to eligible customers. Ellie dV. will send

out the current and updated proposals for all to review. Steve recommended that no decision be made.

e. Single Audit preparation - Cy T. has been in close communication with the auditor, and Maple Broadband is in good shape for the audit.

f. Other - Payments have been received from WCVT and NEK Broadband for materials they purchased from Maple Broadband.

11. Other Business

Adam L. reported that Vermont Broadband Board has received significant federal funds for a digital equity program, including an affordability fund. These federal funds are part of the NTIA BEAD allocation. States are required to have a 5 year plan that includes a digital equity access plan. Lucy Rogers from the Vermont Community Broadband Board will be heading up the digital equity program and she will be organizing a call with regional planning commissions and representatives from the Vermont Communication Union District Association (VCUDA), to flesh out the details on how Communication Union Districts may be involved.

12. Future Meeting: January 12, 2023, 3:30 pm - 5:00 pm

13. Adjournment -

MOTION to adjourn the meeting was APPROVED unanimously by show of hands/voice vote.

The meeting was adjourned at 4:58 pm.

Submitted by Sharon Tierra, Minute-taker