

Approved February 2, 2023

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

**Executive Committee Meeting Minutes**

**January 26, 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 3:33 pm by the Executive Director.

**PRESENT**

Steve Huffaker (Ferrisburgh) - Chair

Dan Sonneborn (Bristol) - At large

Shannon Haggett (Vergennes) - At large

Ellie de Villiers – Executive Director (ex officio)

Magna Dodge - Chief Financial Officer (ex officio)

Cy Tall – Treasurer (ex officio)

Adam Lougee, Clerk (ex officio)

Stan Fedynshyn, Walker

Becky Dorman, Power & Tel

John Gautieri, Power & Tel

Christopher Stone, Wesco

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: January 19, 2023 - MOTION to approve the minutes was APPROVED unanimously by show of hands/voice vote.

4. Public Comments - none

5. Bid Opening

Bids were received from 4 companies for cable, splitters and splitter cabinets for Phase 2 construction.

Bids for cable:

- Graybar \$411,370.40 (Prysmian)
- Wesco - \$376,650.00 (Prysmian)
- Power & Tel \$381,048.80 (Superior Fiber)  
\$382,359.00 (Prysmian)  
\$370,800.00 (STL)
- Walker \$402,521.43 (Commscope)

Bids for splitters and splitter cabinets

- Graybar \$114,741.24
- Power & Tel \$117,047.57
- Walker \$125,899.92
- Wesco \$113,645.00

Next step is bid leveling. Ellie dV. and Steve H. have the authority to select winning bids and proceed with contracts.

6. Chair Report - Steve Huffaker - no report today

7. VCBB / VCUDA status updates

- Vermont Community Broadband Board (VCBB) press conference was postponed to next week.
- Auditors report is not expected in next two weeks, as earlier reported.
- CUD legislative day is scheduled for Tuesday January 31. Ellie dV. will attend. Representatives from each CUD will provide testimony as to their progress.
- Vermont Communication Union Districts Association (VCUDA) working group has been working on the issue of challenges in the make ready process common to CUDs.

- Ellie dV. is meeting tomorrow with Consolidated, to learn specifically what areas they have built in Ripton.
- Christine Hallquist would like to meet individually with each CUD to discuss their updated business plans.

#### 8. By-laws / Executive Committee Charter Discussion

The Committee reviewed the changes drafted by Shannon H. and comments by Ellie dV. Some further changes were agreed upon. Ellie dV. will edit the document with changes agreed upon today, and will send it out again to be further discussed at the next meeting.

#### 9. Settlement Policy

- a. Settlement policy - After reviewing changes made by Shannon H. and Steve H., MOTION to accept these changes and to post on the website as the standard, was APPROVED unanimously by show of hands/voice vote.
- b. Settlement item discussion - After discussing how to address concerns over the service areas of Waitsfield & Champlain Valley Telecom (WCVT) and Maple Broadband, and regarding one specific address in Cornwall, MOTION to authorize Steve H. and Ellie dV. to continue to follow the status quo, was APPROVED unanimously by show of hands/voice vote.

#### 10. Executive Director Performance Review

The Committee discussed the process with Ellie dV, who will be receiving an interim performance review at the 6 month mark in April. Shannon will work on a performance evaluation form, after looking at examples from Addison County Regional Planning Commission and Town Hall Theater. Ellie will fill out her part of the form, with her assessment of her performance and her goals for the coming months, before she leaves for some time away, during which she will be working remotely part time. Meanwhile, the Committee will work in assessing her performance, and reflecting on her goals, using the form.

#### 11. Operations

- a. Launch update - Ellie dV. reported that the household of the first paying customer in Cornwall is now receiving Maple Broadband fiber internet service. WCVT expects that the remaining soft launch customers should be live by the end of next week. No technical

barriers remain for these customers, only operational logistics (i.e. need for flagging, traffic control) that can be resolved shortly. Steve H. added that lessons learned are being compiled, for increased efficiency going forward.

- b. Phase 1B/ 1C update - Vantage Point Solutions (VPS) provided the bid package to Syracuse last Friday, and has a pre-bid call scheduled with them on Monday. VPS has been working on make ready tasks such as pole applications, staking sheets, review of permits for 1B, with a focus on getting long-lead permits in as soon as possible.
- c. Phase 2 update - after make ready tasks for 1C are complete, materials will be ordered and pole applications made for Phase 2.
- d. Vergennes option - proposed Vergennes hub is located on property owned by the City of Vergennes. Ellie dV. said that the most efficient way to get the required easement is to first ask the City Council to sign of an easement option, and then to submit an application to the Development Review Board (DRB). Shannon H. and Steve H. will attend the next meeting of the City Council on February 14 with the easement option proposal.
- e. Other - Ellie dV. reported that she did submit the tariff riders for the GMP pole applications reviewed at the last meeting.

## 12. Marketing

a. Marketing update - At a meeting with Dan S. this weekend, Pivot provided a marketing action plan for the next couple of quarters. Dan S. said that in general there is alignment, but more details are yet to be worked out. Ellie dV. added that images are being updated for the soon to be released first newsletter. Magna D. said that Middlebury College reached out to ask if Maple Broadband would like another intern this summer. Dan S. will follow up with the college, to say yes and to get on their list as soon as possible.

b. Celebratory dinner - it is time to hold that celebratory dinner! Ellie dV. will find a place and time based on the preferences of committee members.

## 13. Financial

a. Phase 2 materials purchase update - Steve H. will work with Calix and WCVT on getting together a bill for network electronics. Decision not to purchase transportation electronics is being considered.

b. Single Audit preparation - with assistance from Ellie dV. Cy was able to upload the very large file of grant reports requested by the auditor, and that is the last of all the information the auditor requested. Timeline is on track.

c. Financial policies update - Magna D. and Ellie dV. plan to meet with Nancy C. to work on updating the financial policies when Nancy C. returns.

d. Other - Cy T. reported that she recently learned that in order to elect to pay unemployment taxes, it must be voted upon, and recorded in the minutes of a meeting. MOTION to elect to pay unemployment taxes, was APPROVED unanimously by show of hands/voice vote.

14. Other Business - Cy T. wanted it recorded for the record, that Ellie dV. has been extraordinarily patient with the challenging process of signing up for health insurance from Blue Cross / Blue Shield of Vermont. Cy T. added that getting health insurance should not be this difficult.

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15. Adjournment -

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

The meeting was adjourned at 5:08 pm.

Submitted by Sharon Tierra, Minute-taker