

Approved _____, 2023

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Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

March 9, 2023

8:00 am - 9:00 am

**Location: 14 Seminary Street, Middlebury, VT
VIA ZOOM**

Recording announced.

1. Call to Order

The meeting was called to order at 8:02 am by the Executive Director.

PRESENT

Steve Huffaker (Ferrisburgh) - Chair

Nancy Cornell (Starksboro) - At large

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)

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: March 2, 2023 - MOTION to approve the minutes (version 2) as distributed was APPROVED unanimously by show of hands/voice vote.

4. Generator Bid Opening

Steve H. described the due diligence of the bid process. On February 17, the RFP was sent to the 14 potential bidders identified by the generator task group. Deadline was February 21 for responding with an intent to bid. The task force followed up with all the potential bidders. 5 continued with the process, the question and answer phase. 4 dropped out. The remaining company, Brook Field Service, presented a comprehensive bid, including a 38 kw generator at the cost of \$23,223, and the labor cost of \$11,425 for installation. Brookfield has a very good resume, and comes highly recommended. During discussion, all agreed that having a manual switch is not acceptable, and that an automatic switch is needed, either on the generator or on the shelter.

MOTION to authorize Steve H. to reach out to Cellsite to determine the impact of installing an automatic switch on the shelter and to contact Brook Field Services with a request to modify the bid to include an automatic switch instead of a manual one, was APPROVED unanimously by show of hands/voice vote. It was agreed to defer decisions about the shelter and the generator until next week.

6. Chair Report - covered in generator bid opening

7. VCBB/VCUDA status updates

a. Vermont Community Broadband Board (VCBB) meets on Monday, and the main agenda item is Broadband Equity Access and Deployment (BEAD) funding.

b. Ellie dV. said she has not yet heard about the results of the meeting between the Vermont Communication Union Districts Association (VCUDA) and Green Mountain Power (GMP).

8. Affordability - Equal Access to Broadband (EAB)

a. EAB - Ellie dV. is engaged in ongoing communication with EAB to determine the most efficient time to start the program.

b. Affordable Connectivity Program (ACP) Registration - Ellie dV. reported that Lucy is drafting the letter for Christine Hallquist to sign as proof that the Community Union Districts (CUDs) in Vermont have the right to offer broadband services.

c. Congressionally Directed Spending - Nancy C. has drafted the written request for Congressionally Directed Spending (AKA earmark) for FY 2024 to cover gap subsidies and drops for low-income subscribers. It has not yet been decided whether VCUDA or just Maple Broadband will make the request. Either way, the fine work that Nancy C. has done will form the basis of the request.

9. Operations

a. Launch update - Waitsfield and Champlain Valley Telecom (WCVT) continues with installations in the 1A area.

b. Phase 1B / 1C update

- 1B surveys by GMP are 100% complete.
- 1C surveys - 1 is done and 3 are pending.
- Syracuse is close to submitting the bid for 1B construction. Vantage Point Solutions (VPS) has been checking with WCVT to make sure the information they are providing to Syracuse is correct.
- Steve H. met with Mike Christian in Shoreham and also spoke with the Shoreham Road Foreman, who said that Shoreham does not post gravel roads during mud season, leaving it to drivers to decide. Ellie dV. suggested that construction begin in May on these roads, to give them time to dry and harden.

c. Vergennes hub update

- Easement Survey - Ellie dV. reached out to the winning bidder. The company wishes to proceed and assures the price will be consistent with their bid. The company has requested an engagement letter stating that the work is to be done this letter. Ellie dV. will provide said engagement letter.
- Steve H. reported that 3 options are currently being pursued concurrently, a site owned by the City of Vergennes, a site owned by the State of Vermont, and a privately owned site on Monkton Road.

d. Phase 2 update - see Vergennes hub update above.

e. CPG and Dig Safe updates -

- Maple Broadband is now registered with Dig Safe.

- The Vermont Department of Public Service has written a letter to the Public Utilities Commission recommending that a Certificate of Public Good (CPG) be issued to Maple Broadband. Based on the expectation that the CPG will be awarded, WCVT now has the go-ahead to turn on Maple Broadband customers who signed up for telephone service.

10. Marketing

- a. Pivot is close to finalizing a flyer that will be going out to households in the 1A build area that have not signed up to date, as well as a poster to put up in active build areas.
- b. Bullets have been submitted to Pivot for the April newsletter.
- c. Maple Broadband is helping to spread the news about free training for people to work as fiber installers. This training program came out of the VCBB workforce development task force.

11. Financial

- a. Single Audit - Cy T. reported that she received the first draft this morning. Some accounting details still need to be finalized.
- b. Financial Policies update - Nancy C., Cy T., Ellie dV. and Magna D. all recommend the latest draft of the Financial Policies that has been distributed to the Executive Committee. MOTION to adopt the updated Financial Policies and remove the current Financial Policies was APPROVED unanimously by show of hands/voice vote.

12. Other Business - none

13. Future Meetings: March 16 (tentative), March 23

14. Adjournment -

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

The meeting was adjourned at 9:00 am.

Submitted by Sharon Tierra, Minute-taker