

**Maple Broadband**  
**Addison County Communications Union District**  
**Monthly Meeting Minutes**  
**February 14, 2023 5:00 p.m. – 6:30p.m.**  
**VIA TEAMS**

1. Call to Order:

Ellie de Villiers, Executive Director of Maple Broadband, opened the meeting at 5:04 p.m. and welcomed the representatives of the member towns and members of the public. She explained that Steve Huffaker, Maple Broadband’s Chair, had other Maple Broadband business to take care of this evening and sent his best wishes. The following people were present:

Rick Scott, Delegate Bridport;  
Mike Sheets, Alternate Bridport;  
Dan Sonneborn, Delegate Bristol;  
Magna Dodge, Delegate Cornwall;  
Ross Conrad, Delegate Middlebury;  
Ellie de Villiers, Executive Director, Delegate New Haven;  
Paul Vaczy, Delegate Salisbury;  
Justin Boyer, Alternate Salisbury;  
Carl Siebecker, Delegate Shoreham;  
Nancy Cornell, Delegate Starksboro;  
Richard Warren, Alternate Starksboro;  
Spencer Putnam, Delegate Weybridge.

Adam Lougee, Clerk, non-member representing Addison County Regional Planning Commission  
Cy Tall, Treasurer Cornwall

Jennille Smith, Bristol member of the public and Executive Director of CV Fiber.

2. Agenda Approval. Ellie asked for additions or changes to the agenda. **Hearing none, Ellie moved to approve the agenda. Nancy Cornell seconded the motion, which passed unanimously by a voice vote/show of hands.**
3. Approve Meeting Minutes from January 10, 2023. **Ellie de Villiers moved to approve the January meeting minutes. Carl Siebecker seconded the motion to approve the minutes. All approved the minutes, by a voice vote/show of hands, with Magna Dodge abstaining.**

4. Public Comments: Jennille Smith of Bristol introduced herself and praised Maple Broadband for its good work.
5. Chair Report: Carl Siebecker, the Vice Chair, explained he had asked Ellie to run the meeting since his internet connection is not yet up to par. He did note that his town was covered in the next phase of Maple Broadband's build and he was looking forward to it.
6. Service launch status report. Magna Dodge requested that this item be moved up in the agenda as she felt we should share the good news early and often. Ellie consented and noted that **as of today, Maple Broadband had launched in its Phase 1 service area and was fully live!** WCVT is now working to hook subscribers up to the network. Celebration ensued!
7. Bylaws revision: Ellie noted that the Executive Committee wanted to make sure the bylaws reflect Maple Broadband's practices. Therefore the Executive Committee has proposed some modest modifications to the bylaws. Those modifications are in the package that went out with the meeting invitation. Ellie reviewed them. She highlighted that the most substantial changes involve specifically reserving certain actions to the Governing Board and delegating all the rest of the day-to-day business of Maple Broadband to the Executive Committee and Executive Director so that they can continue to push forward with Maple Broadband's day-to-day business in between regular meetings. Ellie also reviewed less substantive changes.

Ross suggested that rather than removing Section 4 on "Special Meetings", that Section 4 be retained and renamed "extraordinary" meetings so as not to cause confusion with the state CUD statute which also refers to "special meetings." After some discussion, **Ross moved to retain Section 4 and rename it "Extraordinary Meetings". Ellie seconded Ross's Motion, which all approved.**

**Ellie then moved that the Governing Board approve the proposed changes to the bylaws, including retaining Section 4 as approved above. Paul Vaczy seconded the motion, which all approved.**

Ellie thanked the governing board and noted that bylaws need both a supermajority vote of delegates present to pass and that they need to be approved at consecutive meetings. **Ellie therefore noted that approval of the bylaws will also be on the Governing Board's March agenda.**

8. Construction, Stage 2 Planning, Phase 1B and 1C build: Ellie noted we are in the planning phase for Phase 2 construction. The changing conditions on the ground are making that difficult, but we are adapting and moving forward. Ellie noted we are still focusing on covering the most underserved addresses in the densest configurations available to provide the most economic impact. The Executive Committee has been requesting bids for and purchasing long lead time items. It has also been submitting pole "Make Ready" applications to GMP for make ready work which needs to complete before construction can begin. Ellie estimates we will be ready to build Phase 2 as soon as the fall of 2023.

Ellie also explained that Phase 1B is already out to bid and the Executive Committee hopes to get the bid out for Phase 1C next week. She noted the Executive Committee will adjust the

scope of Phase 2 to reflect the grant money Maple Broadband has available after we receive the Phase 1B and 1C bids.

9. Marketing report. Dan Sonneborn reported Maple Broadband had a lot of good marketing going on. Hopefully, all received the newsletter last week. It yielded about 25 new customer sign ups. It was on top of direct mailers to all Phase 1A potential customers. Marketing is also considering more door-to-door activities. Dan noted that a 60% open rate for our newsletter email is extraordinary. Ellie noted that we are currently at an approximately 18% take rate in our initial service areas. Our business plan projects a 22% take rate at the end of the year, so we are doing very well at launch. Ellie also noted we will be having a press conference announcing our launch next week. Magna suggested that in addition to the Press Conference **we should be sending out a short email celebrating our launch and thanking our partners and key supporters for their help. Ellie agreed that would be a good idea.**
10. Financial Dashboard: Cy Tall, Maple Broadband's Treasurer, presented Maple Broadband's financial dashboard. She will share it on a monthly basis. The Dashboard focuses on cash on hand. Cy noted it shows we should be in good financial shape for the rest of the year.

Ellie noted we are also in the middle of our audit and praised Cy for her work. Cy noted we should have a draft audit next week and a full audit completed to share with the governing Board well before our annual meeting. Lastly, Cy noted she will expand the dashboard to include operating revenues and expenses as we start to hook up subscribers.

11. Delegate appointments reminder – Leicester, Whiting, and Orwell. Ellie asked that members continue to seek out potential delegates from Whiting, Orwell and Leicester.
12. Other business. Ross asked for a presentation he could make at town meeting. Ellie noted that she was creating a PowerPoint from the Annual Report and would have that done next week and available for any member that wanted to present it.

Ross also asked for a follow up on the deposit paid to the contractor we had engaged for the Cornwall equipment pad. Cy reported that the deposit had not been repaid, but that Steve had an action item to follow up with the contractor on this point. **Cy said she would follow up with Steve, and would report an update at the next meeting.**

13. Next Meeting: March 14, 2023 at 5:00 p.m. Steve will be back, Ellie will be unavailable.
14. Adjourn. **Spence Putnam moved to adjourn the meeting. Magna Dodge seconded the motion, which passed unanimously by a voice vote/show of hands at 6:09 p.m.**

Respectfully submitted,

Adam Lougee, Clerk