

Approved MAY 25, 2023

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

May 11, 2023

3:30 pm - 5:00 pm

Location: 14 Seminary Street, Middlebury, VT

VIA ZOOM

Recording announced.

PRESENT

Steve Huffaker (Ferrisburgh) - Chair

Carl Siebecker (Shoreham) - Vice Chair

Dan Sonneborn (Bristol) - At large

Ellie de Villiers – Executive Director (ex officio)

Magna Dodge - Chief Financial Officer (ex officio)

Adam Lougee - Clerk (ex officio)

Cy Tall – Treasurer (ex officio)

1. Call to Order / Agenda Approval

The meeting was called to order at 3:38 pm by the Executive Director.

MOTION to approve the agenda as presented was APPROVED unanimously by show of hands/voice vote, after a quorum was present.

2. Previous meeting minutes approval: May 4, 2023 - tabled

3. Public Comments - none

4. Chair Report - Steve H.

Mission Broadband has been officially engaged to provide OPR services and the onboarding process and provision of OPR services has begun. The agreement document is being legally reviewed. Ellie dV. and Steve H. will

meet with senior management at Mission Broadband tomorrow. Issues to discuss at that meeting include defining the scope of OPR services and processing communications. Matt Hubbard has met with representatives from Waitsfield and Champlain Valley Telecom (WCVT) and Syracuse to set the schedule for their regular meetings.

5. VCBB/VCUDA status updates

- a. Vermont Community Broadband Board (VCBB) meeting was held on Monday. Focus of the discussion was response to the state auditor's report. The consulting firm the Vernonburg Group was introduced and the process for their work was discussed. The revised target date for the submission to the NTIA is the end of August.
- b. Vermont Communication Union Districts Association (VCUDA) Meeting scheduled on Monday with the legal firm. The focus is preparation for the June 9 meeting with the Department of Public Service.

6. Financial

a. GMP make-ready approvals

Ellie dV. presented the following pole applications:

- \$11,285.45 tariff rider for 89 poles in Shoreham, Phase 1B
- \$15,499.21 tariff rider for 195 poles, Phase 2 area

MOTION to approve the pole applications above for a total of \$26,784.66 was APPROVED unanimously by show of hands/voice vote, after a quorum was present.

b. Vergennes hub civils

Steve H. described the bidding process and bids received for site preparation for the central hub shelter to be located on Comfort Hill Road in Vergennes. 4 bidders submitted quotes. Steve H. recommends the lowest bidder. Steve H. will follow up with this company to discuss their quote and get references. Vote will be deferred until the Committee has a larger quorum present.

7. Affordability - Equal Access to Broadband (EAB)

- a. EAB -Review of the proposed work plan is coming closer to the top of Ellie's to-do list.
- b. Affordable Connectivity Program (ACP) Registration
Ellie dV. said that she has reviewed the Universal Service Administrative Company (USAC) application process and will submit the application in the next couple of days.

8. Marketing

- a. Ellie dV. approved the buried service palm cards.
- b. Town posters are in the final stage of approval. Town Clerks will print and post them.
- c. Direct mail postcards to households in the 1B area should be finalized next week. The Committee is seeking the most affordable option for mailing them. Adam L. offered to introduce Ellie dV. to Helena Van Voorst, Executive Director of United Way of Addison County, to explore options. The Chamber of Commerce was also mentioned as a possible resource.
- d. Ellie is seeing topics for the next newsletter. Magna D. suggested looking at CV Fiber's newsletter as a good example.

9. Operations update

- a. Phase 1A sign-ups - the corrected count stands at 98 sign-ups. At the end of April, 47 of the 98 have had service installed. The Committee discussed the need for more frequent reports from WCVT, WCVT's obstacles to delivering more often at this time, and the need for reports about tech support provided to Maple Broadband customers.
- b. GMP make-ready - one more license for 164 poles (about 8 miles) in Shoreham has been received. This is the 1C area. Strand construction on these poles can now begin.
- c. Phase 1B/1C construction -Steve H. signed the 1A contract amendment with Syracuse. Work to determine the final locations of Phase 1 splitter cabinets is in process.

d. Vergennes hub - The easement process with the State is complete. Steve H. had some concerns about whether the flatbed truck delivering the shelter would have sufficient clearance under existing utility wires at that location. He ran an analysis and determined that clearance is not of concern at this time.

12. Other Business

a. Ellie dV. attended a wetlands training in Montpelier recently and said that she now knows a lot more about issues and rules pertaining to construction in and around wetlands.

b. Adam L. announced that the Addison County Regional Planning Commission awarded the Bertha Hanson Distinguished Service Award to Steve Huffaker for his work with Maple Broadband. Congratulations, Steve!

c. After discussion, all agreed that procurements such as GMP make-ready invoices and tariff riders can be approved by 3 or more members by email.

15. Future Meetings: May 25, 2023, 3:30 pm - 5:00 pm

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

The meeting was adjourned at 4:55 pm.

Submitted by Sharon Tierra, Minute-taker