

Approved June 8, 2023

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

May 25, 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

Nancy Cornell (Starksboro) - At large

Dan Sonneborn (Bristol) - At large

Shannon Haggett (Vergennes) - At large

Ellie de Villiers – Executive Director (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 3:32 pm by the Executive Director.

MOTION to approve the agenda as presented was APPROVED unanimously by show of hands/voice vote.

2. Previous meeting minutes approval: May 4, and May 11, 2023

MOTION to approve both sets of minutes as presented was APPROVED unanimously by show of hands/voice vote.

3. Public Comments - none

4. Chair Report - none

5. VCBB/VCUDA status updates

- a. The consulting firm the Vernonburg Group met with the Vermont Communication Union Districts Association (VCUDA) last week and will be meeting with individual CUDs. Digital equity stakeholder meetings are underway.

- b. VCUDA continues to focus on preparing for the June 9 meeting with the Department of Public Service regarding make-ready issues.

Executive Session

MOTION was made to find that premature general public knowledge of Maple Broadband's business strategy would clearly place Maple Broadband at substantial disadvantage and risk disclosure of Maple Broadband's pending activities, if they were to be communicated to the public. Motion APPROVED unanimously by show of hands/voice vote.

MOTION was made to enter into executive session to discuss Maple Broadband's business strategy related to Maple Broadband's progress under Title 1, Section 313, Subsection A of Vermont's Statutes. Motion APPROVED unanimously by show of hands/voice vote.

The Committee went into Executive Session at 3:37 pm. and came out at 3:47 pm. No action was taken.

6. Financial

- a. GMP make-ready approvals - none today

- b. Vergennes hub civils
Steve H. obtained excellent references for the lowest bidder, a local company, Champlain Construction. He also met with the estimator at Champlain Construction, to get on the same page about the scope and particulars of the job. Ellie dV. said that a contract will be necessary, to meet requirements of grant funding.

MOTION to award the Vergennes hub civils work to Champlain Construction was APPROVED unanimously by show of hands/voice vote.

c. Other - Surplus materials liquidation

Ellie dV. reported that CV Fiber, NEK, and Waitsfield and Champlain Valley Telecom (WCVT) have purchased Maple Broadband's surplus materials. If there are some left, Syracuse has expressed interest. Ellie dV. will contact Dawn at WCVT to determine the timeline for resolution of the issue, as space is needed for new materials.

d. Other - Steve H. reported that he has been searching for someone to install and maintain the air conditioning units for the hub shelter in Vergennes. He finally found one company, Alliance Mechanical in Williston, who quoted an annual fee of \$1,275, for a proactive maintenance agreement. He was not able to find another option.

e. Other - Steve H. is recommending the local company, Jackman Fuels, for the 500 gallon tank and propane for the generator at the Vergennes hub. Next step - Steve H. will get a confirmed quote. This is considered an incidental purchase and no committee vote is needed, but the Committee discussed and agrees with this being a sole source.

f. Other - Steve H. reported that he has been searching for a company with a crane to lift the shelter off the flatbed and place it on the pad. He did get one verbal quote from a local company and will continue to search, as there is time.

g. Other - Adam L. said that the Governor's Council will be in Addison County on June 8 for an ARPA meeting. Adam can add Ellie dV. to the invite list if she is not already on it.

7. Affordability - Equal Access to Broadband (EAB)

a. Affordable Connectivity Program (ACP) Registration

The Universal Service Administrative Company (USAC) has processed the election form. Maple Broadband will be eligible to offer

subsidies for high speed fiber internet, and now needs the capacity to do so through the EAB program.

b. EAB - Ellie dV. is satisfied with the legal review of the agreement and has sent it on to EAB. Under the terms of the agreement, EAB will provide the following services to Maple Broadband:

- 1) consulting with Maple Broadband and WCVT to determine scope and capacity
- 2) working with Maple Broadband on the outreach campaign
- 3) verifications

Ellie added that EAB should be invited to attend some Executive Committee meetings. Ellie also said that she added a question on CrowdFiber asking if those filling out the questionnaire would be interested in being contacted about subsidies. Of the 65 people who saw that question, 12 answered in the affirmative.

8. Marketing

a. The new Pivot rep is Mike. The next meeting with Pivot will focus on summer events like Field Days and various Town Green events.

b. Direct mail postcards to households in the 1B and 1C area have not gone out yet, until we find out why a high percentage of postcards 1A addresses were returned as undeliverable. Ellie dV. is seeking an updated mailing list from Vantage Point Solutions.

c. Shannon H. said that Maple Broadband has been given a free booth at the Energy Fair on July 15 in Vergennes. He has forwarded that information to Ellie.

d. Senator Peter Welch, who has introduced a bill to reauthorize the ReConnect Rural America Act, was in Panton recently, while a family of four had high speed internet installed by WCVT. NBC 5 News was there to report on this momentous day for the family, as was Ellie dV.

9. Operations update

a. Phase 1A sign-ups - the count stands at 99 sign-ups.

b. GMP make-ready -no progress on pole applications. 12 pole applications are late, representing 46.3 miles and 32% of the build area. Also 3 pole applications are on indefinite hold at the office of Green Mountain Power.

c. Phase 1B/1C construction - construction is being held up by GMP make ready delays. However on June 9, Syracuse will be doing two railroad crossings. Syracuse will be in Shoreham and also in Orwell on June 5 to do the prep work on both hub pads. The site for the pad in Shoreham will be closer to the road at the request of the Road Foreman, so bollards will be needed to protect the pad.

d. Vergennes hub - Shannon H. reported that the Development Review Board meeting is scheduled for June 19 and that all the paperwork has been submitted.

10. Other Business - none

11. Future Meetings: June 8, 2023, 3:30 pm - 5:00 pm

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

The meeting was adjourned at 4:54 pm.

Submitted by Sharon Tierra, Minute-taker