

Approved JULY 20, 2023

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

**Executive Committee Meeting Minutes**

**JuLY 13, 2023**

**4:00 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

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)

**1. Call to Order / Agenda Approval**

The meeting was called to order at 4:02 pm by the Executive Director. MOTION to approve the agenda as modified, with addition of Ripton matter in Financial and an update on Ellie’s call with GoNetspeed, was APPROVED unanimously by show of hands/voice vote.

**2. Previous meeting minutes approval: June 8, 2023 and June 29, 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 - Steve Huffaker**

Steve H. reported very good progress on the construction of the central hub in Vergennes. Foundation walls have been poured and propane tank was buried in place. However, when the recent heavy rains caused the tank to float out of the hole, a new “dead man” design had to be planned in order to secure the tank. Jackman’s Fuels engineered the attachment points for the straps and Champlain Construction will do the needed work.

MOTION to approve a change order in the amount of \$4,050 to Champlain Construction was APPROVED unanimously by show of hands/voice vote.

#### 5. VCBB/VCUDA status updates

a. BEAD update - discussions are ongoing. Volume I has been drafted, Volume 2 is being discussed. The VCUDA finance committee is working on guidance for which a spreadsheet that identifies which assets purchased with ARPA funds can be used as the match for BEAD funds.

b. Accountability policy update - an early draft has been made. VCCB is considering whether or not to award any new grants before the accountability policy is effective.

#### 6. Financial

a. Construction grant update - expect to have an update at the next meeting. Once this construction grant is awarded, single contract amendment can be offered to to Syracuse for Phase 2 construction.

b. Materials sale update - pending sale to Syracuse

c. Ripton matter - to discuss in Executive Session

#### 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 4:22 pm. and came out at 4:45 pm. No action was taken.

7. Affordability - Equal Access to Broadband (EAB) - waiting for EAB to sign contract.

8. Marketing

Aidan and Ellie staffed the table at the Energy Fair in Vergennes on Saturday. Adam L., Ellie and Aiden met to plan what Ellie is calling "the ground game," going door to door with informational materials. Locations for town flyers are being finalized, with posting planned for next week.

9. Operations update

a. Phase 1A sign ups - 103 orders, 63 installations

b. Phase 1B/1C construction - construction is ongoing, and the exact schedule for the splitter cabinet crew is being planned.

d. Vergennes hub - there have been some weather related delays, but things are moving forward. Steve H. reported that the pad is expected to be in place next week.

10. Other Business -

a. Ellie had a call with a corporate lawyer for GoNetspeed and the person who does their pole licensing. Maple Broadband would like to share 4 poles belonging to GoNetspeed to cross the Lemon Fair River. GoNetspeed is agreeable and has provided applications for Maple Broadband to submit. A follow up call has been scheduled in a week to discuss possible bi-lateral arrangements involving sharing space on pole anchors and phone number portability.

b. Ellie requested vacation days August 7-9. MOTION to approve vacation days August 7-9 for Ellie was APPROVED unanimously by show of hands/voice vote.

11. Future Meetings: July 20, 2023

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

The meeting was adjourned at 5:00 pm.  
Submitted by Sharon Tierra, Minute-taker