

Approved AUGUST 3, 2023

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

**Executive Committee Meeting Minutes**

**July 20, 2023**

**3:30 pm - 5:00 pm**

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

**VIA ZOOM**

Recording announced.

**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)

Cy Tall, Treasurer (ex officio)

Adam Lougee - Clerk (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 modified, by moving Construction grant update to the top of the agenda was APPROVED unanimously by show of hands/voice vote.

2. Previous meeting minutes approval: July 13, 2023 - MOTION to approve the minutes as presented was APPROVED unanimously by show of hands/voice vote.

3. Public Comments - none

4. Financial

a. Phase 2 construction grant update - was approved by the Vermont Community Broadband Board (VCBB). This grant is an amendment to

the existing construction grant and has conditions that are acceptable to Maple Broadband.

The complete quote for the Phase 2 work by Syracuse has been received, and it includes Vergennes 10 and pricing for pole anchors. Syracuse suggested 2 options for pole anchors. Ellie dV. recommends the type of pole anchors used successfully in 1A (smaller ones hand screwed in place). The smaller pole anchors cost less, Syracuse approves, and Matt Hubbard approves. The quoted total cost for Phase 2 construction using the smaller pole anchors is \$2,455,118.81.

After discussion, the MOTION to approve engaging Syracuse Utilities for Phase 2 construction work in an amount no more than 2.5 million dollars, and to authorize Ellie dV. to sign the contract was APPROVED unanimously by show of hands/voice vote.

5. Chair Report - Steve Huffaker - no separate report today

6. VCBB/VCUDA status updates

a. BEAD update - the Vernonburg Group presented on Monday and the plan is out for comment.

b. Accountability policy update - VCBB has asked the Vermont Communication Union Districts Association (VCUDA) to identify parts of the proposed policy with which VCUDA has no dispute or minor disputes, so that these parts of the policy can be approved first. Ellie dV. said that a meeting between VCUDA and VCBB has been scheduled to discuss the parts of the proposed policy about which VCUDA has substantive concerns.

7. Financial - continued

b. 1A Materials sale update - Ellie reported that an agreement in principle has been reached with Syracuse. She expects it to be finalized in a week or two.

c. Ripton - waiting to hear from the Town of Ripton.

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

## 9. Marketing

Aidan attended the Energy Fair in Vergennes on Saturday. Deliverables from Pivot to date have been stored in electronic format and will be uploaded to Teams by Ellie. Swag for a table at Field Days has been ordered. Upcoming deliverables from Pivot include product brochures and buried service palm cards for Aidan to hand out when going door to door.

## 10. Operations update

a. Phase 1A sign ups - 105 orders, 64 installations. Steve H. repeated his request for more detailed reporting from Waitsfield and Champlain Valley Telecom (WCVT) regarding orders and installations. Ellie suggested this be added to the dashboard, and that it include canceled orders.

b. Phase 1B/1C construction - Syracuse has a subcontractor working in Orwell and a splicing crew working in Cornwall. The crew in Cornwall is working on what Ellie referred to as swiss cheese holes, which means that customers who ordered service in those areas can soon have service installed. In Shoreham, the Select Board meets next week, with Maple Broadband's application for a permit for the splitter cabinets and buried work on the agenda.

d. Vergennes hub - The pad slab has been poured and is curing. Once the shelter is in place, then the slab can be poured for the propane tank. Steve H. showed recent photographs of the hub pad and propane tank.

## 11. Other Business -

a. Ellie said that she has started the permitting process for Phase 2, beginning with splitter cabinets.

b. Ellie had another call with the representatives from GoNetspeed today. These representatives said they do not anticipate any challenges to the proposed number portability agreement. Regarding the issue of sharing pole anchors, all that will be needed is a one page MOU. A new issue for discussion between Maple Broadband and GoNetspeed, at the request of VTrans, regards a stretch of Route 22A where GoNetspeed has requested buried

conduit from VTrans and Maple Broadband has requested poles from VTrans. Coordination in some form is necessary.

c. Ellie would like to take vacation days on October 23-27. All agreed that there is no need for a formal vote on this request.

12. 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 4:27 pm.  
Submitted by Sharon Tierra, Minute-taker