

Approved _____, 2023

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Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

September 14, 2023

3:30 pm - 5:00 pm

Location: 14 Seminary Street, Middlebury, VT

VIA ZOOM

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)

1. Call to Order / Agenda Approval

Recording announced. The meeting was called to order at 3:34 pm by the Executive Director. MOTION to approve the agenda as modified, by moving items in #6 Financial and #10 Other Business to the top of the agenda after the Chair report, was APPROVED unanimously by show of hands/voice vote.

2. Previous meeting minutes approval: August 31, 2023

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

3. Public Comments - none

4. Chair Report - Steve Huffaker

Steve reported on progress on the Orwell 1 hub site. He showed photos of the work being done by Champlain Construction to bore under Route

73 from the utility pole to the hub site. Steve H. also showed photos of the hub shelter from the outside, the concrete pad that will support the generator, and the plumbing that has been installed inside the shelter.

5. Other Business

a. Governing board packet timing - After discussion, the Committee agreed that Ellie dV. will send an email reminder one week before each governing board meeting, followed by the agenda and board packet, at east 48 hours before the meeting.

b. 2 Factor authentication - After discussion, MOTION that Ellie dV. proceed with studying and determining options to increase the cybersecurity of Maple Broadband's email and financial accounts, was APPROVED unanimously by show of hands/voice vote. Ellie added that she plans to work with Dan S. on the mechanics.

6. Financial

a. FY 2024 budget - the Committee reviewed the 2023 budget vs actuals as of August 31, and the 2024 budget, that Ellie said is 80-90% complete at this point. The 2023 budget with year-end projections, the annual report, and the 2024 budget need to be distributed to the Governing Board by October 21 for review. The Governing Board has until December 16 to adopt the 2024 budget and approve the annual report and must hold a hearing on the matter on or before November 15. It was suggested that the vote to adopt the budget and approve the annual report be taken on November 15 after the hearing. The hearing must be warned 15 days prior. Ellie will check with Adam Lougee regarding the Statutory requirements.

b. Fiber purchase - tabled

c. 1A materials sale update - counts have been clarified, so can proceed with sale arrangements.

d. Ripton -

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 4:15 pm. and came out at 4:36 pm. No action was taken.

7. Affordability - Ellie is working with Pivot on a Maple Broadband ACP brochure that describes ACP and Maple Broadband's additional subsidy. The brochure will be sent to people who expressed interest in subsidies when they registered on CrowdFiber and to customers who are delinquent on their payments. Also planned are posts on social media about ACP. Nancy C. said she was pleased that the navigator role will be facilitated centrally through VCUDA.

8. Vermont Community Broadband Board (VCBB)/Vermont Communication Union Districts Association (VCUDA) status updates

a. BEAD update - BEAD Volume 2 will be out for public comment tomorrow. As soon as possible, VCUDA will identify issues and send a letter to VCBB with the comments.

b. Accountability policy update - accountability meetings continue.

c. Finance update - Denise Sullivan has been appointed and will be meeting with Cy T. and Ellie in one week with the focus of the meeting to be finance.

d. LOC update - Letter of credit is being discussed in the accountability meetings.

d. Other updates - VCUDA is getting ready for the upcoming legislative session. Committee members with ideas about legislative actions that would help CUDs should share with Ellie.

9. Marketing - no update today

9. Operations update

a. Phase 1A sign ups - Ellie reported that she has a meeting scheduled with Waitsfield and Champlain Valley Telecom (WCVT) to discuss the service launch for the next areas to go live. She plans to request that the scouting take place two weeks before launch, so customers can be connected in a more timely manner.

b. Phase 1B/1C permitting and construction - Syracuse has had two crews, a boring crew and a trenching crew at work in Shoreham recently, doing underground work on School Street, Elmendorf Road, and soon to do work on Doolittle Road.

c. Vergennes central hub - no update today.

d. Other - Ellie went to Middlebury to sign a check to GoNetSpeed for a pole replacement.

12. Future Meetings: September 28, 2023

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

The meeting was adjourned at 4:58 pm.

Submitted by Sharon Tierra, Minute-taker