

Approved November 16, 2023

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

November 2, 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)

Adam Lougee - Clerk (ex officio)

Cy Tall - Treasurer (ex officio)

1. Call to Order / Agenda Approval

Recording announced. The meeting was called to order at 3:31 pm by the Executive Director. MOTION to approve the agenda as presented was APPROVED unanimously by show of hands/voice vote. Later in the meeting, all agreed to move #5 VCBB/VCUDA status updates to the end of the agenda.

2. Previous meeting minutes approval: October 19, 2023

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

3. Public Comments - none

4. Executive Director Report - Ellie dV.

This has been added as a regular agenda item to be a high level strategic / tactical report of the E.D.'s current priority focus. Ellie said that she is focusing on:

- ensuring that data in CrowdFiber in the Phase 2 area is up to date
- communications with Syracuse and Mission to make sure that everyone is on the same page regarding the Phase 3 construction plan
- inventory projection - compiling list of items in current inventory needed for next phases and list of items that need to be ordered
- finalizing the budget for 2024
- paying attention to what is going on with BEAD

5. Chair Report - Steve H.

Certificates of insurance need to be tracked to ensure they are current and on file. Cy T. said that the information on insurance is in one place in a folder on Teams. Steve H. said he will work on creating a spreadsheet with the contact information for each certificate. Shannon H. offered to manage the tracking.

6. Calls for decision / key discussion topics

a. Executive Committee composition - Dan S. is stepping down from the Executive Committee. He will stay until his replacement is found, will continue to sit in on marketing calls, and be involved as a consultant. He is also training Carl S. to provide IT support in the use of Teams. Carl will be the Global Administrator. Dan said there is a plan to tighten up the IT infrastructure with 2 factor authorization or by the use of app.

b. WCVT installations status - 93 customers are live, with many more orders in the pipeline. The plan is to invite WCVT to the next meeting on November 16, from 4-4:30, so that all members of the committee can ask questions.

7. Financial

a. Treasurer - Cy T. is stepping down as Treasurer after the audit is done in the 2nd quarter of 2024. Maple Broadband has reached the

point in its development where its financial management is becoming increasingly complex and where a high level of expertise is needed. Two positions may be needed, with different skill sets. Careful research needs to be done, with the goal of clarity of needs by the end of the year. Also the budget may need to be adjusted.

b. 1A materials sale update - Ellie sent to Syracuse the list of surplus materials available for sale.

c. Affordability - one customer has registered and the next step is that this customer must be “claimed” in the system by Maple Broadband.

d. Other - the Orwell hub needs to have additional equipment installed, after the decision to “swap” areas. MOTION to authorize Ellie dV. and Steve H. to move forward to procure electronics equipment up to \$30,000 for the Orwell hub, was APPROVED unanimously by show of hands/voice vote.

8. Marketing

a. General updates - the newsletter went out on October 31, resulting in a big jump in the number of searches and registrations. Pivot is drafting a marketing action plan for 2024 and working on targeted Front Page Forum ads. Ellie she wants Pivot to make a plan for how Maple Broadband can harness the power of volunteers.

b. Construction public process communication - Carl S. said that town clerks are key in informing residents when Maple Broadband will be coming and when it does come, on which roads the network is being built. He advises a communication plan with the town clerks, and with the delegates and alternates as well. Ellie responded that while having hard dates ahead of time would be ideal, the fact that progress is dependent on performance of partners, contractors, and subcontractors, and availability of materials, all factors out of Maple Broadband’s control. The strategy is to underpromise and overdeliver, and communicate a time frame rather than hard dates. Also, when an area goes live is not the same as when a household gets service. All agreed the maps showing the growth of the network are very important, and communication with the town clerks is key.

9. Operations update

a. Active service status - 93-94 customers live. Ellie will do a press release when 100 customer milestone is reached. Regarding the need to have better and more current information about orders and installations, Shannon H. will coordinate with other CUDs who partner with WCVT about what these CUDs need from WCVT. Shannon will draft a list of needs, including an API, so that WCVT's internal system can automatically update CrowdFiber.

b. Phase 1B/1C permitting and construction - the area west of Sperry Road in Cornwall went live today. Next is an area in Orwell and then bits of Shoreham, starting in the center and spiraling out.

c. Phase 2 permitting & construction- Syracuse crews are busy putting up strand in parts of Vergennes, Waltham, and Ferrisburgh.

d. Phase 3 permitting - all pole applications have been submitted.

e. Other - Steve H. contacted the generator provider and confirmed the date of November 29 for the delivery of the generator for the Vergennes hub.

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

a. BEAD update - there is a new BEAD volume II out for review. Some of the VCUDA changes were adopted and some were not. The review process continues.

b. Accountability update - no update today.

c. Finance update - Finance training for the CUDs is scheduled for November 15, 12 - 2 pm. VCUDA is working on the scope of services that can be shared by the CUDs.

d. LOC update - an acceptable alternative has been proposed. Peter Welch's office is facilitating discussions/negotiations with NTIA.

e. Other updates - none.

10. Other Business

a. Cy T. said that , after a lot of back and forth, Green Mountain Power has finally agreed to make a consolidated account in order to bill Maple Broadband once a month with a single invoice for the electric use in all the hubs.

b. Steve H. said that the Executive Committee will need to meet in Executive Session one more time to discuss Ellie's review.

11. Future Meetings:

November 14, 2023 - Governing Board

November 16, 2023 - regular meeting of Executive Board

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

The meeting was adjourned at 5:00 pm.

Submitted by Sharon Tierra, Minute-taker