

Approved December 7, 2023

Addison County Communications Union District (dba) Maple Broadband

Executive Committee Meeting Minutes

November 30, 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

Shannon Haggett (Vergennes) - At large

Ellie de Villiers – Executive Director (ex officio)

Cy Tall - Treasurer (ex officio)

1. Call to Order / Agenda Approval

Recording announced. The meeting was called to order at 3:32 pm by the Executive Director. MOTION to approve the agenda as distributed was APPROVED unanimously by show of hands/voice vote.

2. Previous meeting minutes approval: November 16, 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.

Ellie dV. reported that her focus lately has included:

- finishing the changes in CrowdFiber to ensure that the map is accurate;
- plans to release the newsletter with a link to the map;
- finishing the analysis regarding BEAD and updating the pro forma budget with October 30 as end date.

Ellie added that regarding VCUDA's work around BEAD and financing in general, the focus is now paring down the large list of opportunities and selecting which ones to move forward on.

Nancy C. suggested adding WCVT's territory to the key on the map with a link to their website.

5. Chair Report - Steve H.

Steve H. spoke in recognition of Dan Sonneborn's contribution and invaluable insights over the past few years, said that Dan will be missed as a member of the Executive Committee, but Steve is grateful that Dan will participate in Maple Broadband's development, when he can.

6. Calls for decision / key discussion topics

a. Ripton update - Ellie met with the Select Board in Ripton this past Monday, to provide information and to clear up some misinformation. Ripton has a pending request for the return of ARPA funds. If they do not withdraw that request and if the governing board approves, Maple Broadband will reimburse Ripton out of operating funds. Ellie said the issues with Ripton speaks for the need to be in closer communication with the member towns.

b. Fiber overbuild policy - there is a need to develop guidelines on overbuilding using service revenues or ARPA funds from towns, in order to have a generic public facing response and guidelines ready when it is time to implement. Steve will work on drafting guidelines and the issue will be added to the "parking lot."

c. Consumer complaints process - the committee discussed how customer complaints are monitored and handled. Next step - to discuss with Roger at Waitsfield and Champlain Valley Telecom (WCVT).

d. Mailing list members - after discussion it was agreed that the EC mailing list should consist of all current voting and ex-officio members and that others be copied (cc'd) as needed.

e. WCVT installations discussion - tabled until next week

f. Marketing “wish list” feedback - Nancy created a folder called “marketing wish list” in Teams, some committee members have provided feedback. Nancy will modify the list based on Ellie’s suggestion for categorizing and will send it out to the individuals mentioned today. Ellie emphasized that Maple Broadband above all wants a marketing strategist to lead in formulating strategies and in the execution of a marketing plan.

7. Operations

a. Active service status - currently there are 116 customers active and installations are being done at a rapid clip.

b. Phase 1 update - delays in Orwell have been resolved. Active service is expected to launch in Orwell tomorrow. Service launch in Shoreham 1 and 4 expected to launch mid-December. Some fiber has been hung, but not 100% installed in all Phase 1 service areas, with splicing and testing to follow.

c. Phase 2 and 3 update - Phase 2 fiber and strand installation is progressing faster than expected. In Orwell, all but one pole survey is done and all make ready orders save for the one that we are waiting on the pole survey have been submitted. License for Benson has been obtained. Phase 3 planning for materials has begun.

d. Other - too much 24 cable was ordered, because the amount was based on the high level design. Going forward, cable will be ordered based on the detailed design. Next step for the 24 cable is to determine how much is needed, and how much will need to be sold.

8. Financial

a. Ellie and Cy T. signed the paperwork for opening an interest bearing account.

b. Ellie said she will make the installation cost easier to find on the website.

9. Affordability - the idea of a waiver of the installation fee was mentioned. System to determine eligibility would be needed. Ellie added

that it is unclear what is happening at the federal level regarding affordability.

10. Marketing - see marketing wish list above

11. VCBB/VCUDA status updates - Cured version of BEAD Volume 1 was submitted for NTIA approval.

12. Parking lot, other business

#2. ACORD tracking - Steve said he is the current owner, Ellie can take this off her to-do list.

#5 Network security - add Carl's name along with Dan, as the current owners.

13. Future meeting

Next regular meeting: December 7, 2023

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

The meeting was adjourned at 5:10 pm.

Submitted by Sharon Tierra, Minute-taker