

Approved January 25, 2024

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

**Executive Committee Meeting Minutes**

**January 18, 2024**

**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

Jeff Glassberg (Waltham) - At-large

Ellie de Villiers – Executive Director (ex officio)

Cy Tall - Treasurer (ex officio)

Adam Lougee - Clerk (ex officio)

Lee Cheney, WCVT

Kurt Gruending, WCVT

**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 amended with addition of approval of January 5 meeting minutes was APPROVED unanimously by show of hands/voice vote.

**2. Previous meeting minutes approval: December 14, 2023, January 4, 2024, January 5, 2024**

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

3. Public comments - none

4. Executive Director Report - Ellie dV.

- Ellie has been thinking about the ACP and its future. The Affordable Connectivity Program (ACP) will expire in April 2024 unless Congress extends it. She would like the committee to ponder - if it is not extended, what does Maple Broadband do? Currently there are 2 Maple Broadband customers in this program.
- Maple Broadband has a month-to-month contract with Pivot, that includes the provision of a 30 day notice to end the relationship. Ellie has been thinking about wrapping up the current short term marketing activities with Pivot and not starting any new big activities.
- Ellie has been looking at the stats in CrowdFiber, and working with the other CUDs that partner with Waitsfield and Champlain Valley Telecom (WCVT) to determine what the CUDs need from WCVT in order to have sufficient oversight.
- Ellie continues BEAD financial analysis and planning. She will be talking with Roger and Kurt at WCVT next Monday, about co-bidding on BEAD funding. Also, Vermont Community Broadband Board (VCBB) is coming out with a pre-BEAD need based competitive grant program, with applications on a rolling basis. Ellie plans to also discuss her ideas on this partnership opportunity when she meets with Roger and Kurt.
- Tomorrow, Cy T., Darlene, and Ellie will meet with the Auditor to discuss the audit kick-off process.
- Ellie has been preparing for the Legislative Day on the 31st.
- Ellie has been finalizing the 1A materials sale.
- Ellie met with the Select Board in Leicester on Monday and learned that at their next meeting, Diane Benway, Chair of the Leicester Select Board, is on the agenda to be appointed as representative to the Maple Broadband governing board.

5. Chair Report - Steve H.

Steve H. wants to revisit the issue of how to use Town ARPA funds. After discussion, MOTION to approve Ellie's approach of using Town ARPA funds to build the network was APPROVED unanimously by show of hands/voice vote. Regarding the issue of matching funds for Town ARPA funds, Ellie said that the the grant amendment about matching funds is coming from VCBB but the terms are not yet known.

6. Operations - quick update

a. Active service status - 153 active customers

b. Phase 1 update - Cornwall 6 is live.

Next to go live is Shoreham 2, where splicing is still in progress.

c. Phase 2 update - construction crews continue to hang fiber in the Phase 2 area.

7. Marketing - The committee discussed the marketing document drafted by Ellie, and agreed she is on the right track with it. Nancy said she saw a trailer of the documentary that "stars" Ellie and wonders how it can be used. Ellie said the documentary will be released soon and she will add it to the agenda of the next meeting for discussion.

8. Joint operations discussion with WCVT

a. Lee Cheney shared a Power Point presentation that outlines the Maple Broadband "customer journey" from their sign-up on CrowdFiber to the installation and testing of equipment inside the home that connects them to the network.

b. Lee Cheney and Kurt Gruending answered questions posed by the committee, including those related to customer service, customer expectations and marketing.

9. Parking lot, other business

The following items were reviewed:

#5. Phase 1A material sale - invoice to be issued to Syracuse

#6. Ripton ARPA resolution - Elle will reach out to Laurie Cox to discuss the status.

# 12. Amend by-laws. A revision to the CUD Statute has been proposed. If that passes, Maple Broadband's by-laws should be reviewed to see if any changes are needed. Shannon offered to assist Ellie with review of the by-laws.

#16. Financial policies review - Cy incorporated Jeff's feedback and she will recirculate the document for the next meeting.

10. Future meeting/ adjourn

Next regular meeting: January 25, 2024

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

The meeting was adjourned at 5:08 pm.

Submitted by Sharon Tierra, Minute-taker