

Approved June 20, 2024

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

**Executive Committee Meeting Minutes**

**June 6, 2024**

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

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

**VIA TEAMS**

**PRESENT**

Steve Huffaker (Ferrisburgh) - Chair

Carl Siebecker, Vice-Chair (Shoreham)

Shannon Haggett (Vergennes) - At-large

Ellie de Villiers – Executive Director (ex officio)

Cy Tall - Treasurer

Noah Price - Intern

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 presented was APPROVED unanimously by show of hands/voice vote.

2. Previous meeting minutes approval: May 23, 2024

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

3. Public comments - Shannon said that a member of the Vergennes Planning Commission recently became a Maple Broadband customer, said the process was fantastic and that he is loving the service.

4. Executive Director Report - Ellie dV.

Ellie has been focusing on:

- onboarding Noah
- Q & A call with a number of prospective bidders for the marketing RFP
- updating the financial model
- working with WCVT to finalize the emails to be sent to customers at specific milestones, and coordinating GIS work with VCUDA's GIS resource

Noah has been focusing on:

- becoming familiar with the platforms used by Maple Broadband
- analytic efforts, including how long it takes for a customer to get service once they sign up, and if a customer cancels, what are the reasons for that decision.

Ellie added that the end of Phase 2 is in sight, with only two and a half serving areas in Vergennes, and two in Orwell still to be activated.

#### 5. Chair Report - Steve H.

Steve reported that Maple Broadband activated 3 more serving areas in Phase 2, has close to 300 subscribers as of today, with 32 more in the pipeline for installation next week. Steve discussed the development of Phase 2 and Phase 3 with the committee.

#### 6. Calls for decision / key discussion topics

a. WCVT operations - Ellie continues to be in discussions with WCVT to add more granularity in the reporting. There is the need to show how many passings are buried service, and more granularity in terms of the competition.

b. Bylaws revisions - Shannon presented the draft of the bylaws revision, including the addition of a 3 person nominating committee consisting of 3 voting members of the governing board. After discussion, MOTION to accept the changes to the bylaws and to recommend them to the governing board for review and for starting the approval process, was APPROVED unanimously by show of hands/voice vote.

c. BEAD update

- Ellie reported that the VCBB is saying they are on target with the list of eligible addresses and expect to have the list done by the 3rd or 4th week of June.
- There is an proposal from VCBB staff to the board about how to use the 30 million in funds approved by the legislature.
- Steve and Ellie continue discussions with the law firm about the network management agreement. The agreement needs to reflect the reality of how Maple Broadband and WCVT are working together.

d. Treasurer update - Cy reported that she has been conversing with 2 potential treasurers. By tomorrow, she will have more information.

e. Vermont childcare tax - The legislature has added a .44% tax to the payroll and is giving employers the option to pay the whole amount or to pay .33% and have the employee pay the remaining .11%. After discussion, MOTION that Maple Broadband will pay all of the childcare tax, as soon as it goes into effect on July 1, 2024, was APPROVED unanimously by show of hands/voice vote.

f. Parking lot - no parking lot issues discussed today.

## 7. Updates

a. Construction status - reported previously in the meeting.

b. Financial - Cy and Ellie are working on the May dashboard. The ledgers for the monthly grants reports have been finalized. Cy is waiting for Ellie to finish her work on asset capitalization of the Vantage Point invoices, before sending the information on to the auditors.

c. Marketing - Ellie is working with Pivot to finish out the remaining small projects, including the customer welcome kits (almost done). She said she is encouraged by the quality of questions being asked by potential bidders to the marketing RFP. Ellie wants more in-person marketing events.

d. VCBB and VCUDA

- VCBB is holding its first in-person open to the public meeting in Montpelier on Monday June 10.
- VCUDA has been looking at what services can be shared by the CUDs applying for BEAD funding.
- VCUDA has been responding to the CCI docket, and advocating for conditions of the transfer of the Certificate of Public Good. VCUDA wants there to be a process of management escalation (similar to what is in place with Green Mountain Power) with CCI.
- Ellie reported that she went to a workshop yesterday regarding the potential to pull together of a statewide coalition to apply for the competitive digital equity grant.

e. Affordability - it has been discovered that there is a discrepancy between the number of Maple Broadband customers WCVT has been reporting as being ACP customers and the number of customers for whom Maple Broadband has been receiving a credit from the FCC. If a mistake was made by WCVT, it needs to be determined who will pay for it. Even though the numbers on this issue are in the single digits, this nevertheless opens up a larger question of the accuracy of ACP reporting by WCVT.

f. CCI docket - see VCUDA above.

8. Other Business

a. Cy informed the committee that she has confirmed that Maple Broadband does not have to pay into Vermont's unemployment compensation fund because it is a municipality. Maple Broadband does pay into the federal unemployment compensation fund.

b. Ellie reported that there is a draft affordability policy in the most recent VCBB board packet. While all the CUDs want accountability and to support affordability for customers, the policy as drafted is overly prescriptive and would impose unintended burdens. One size does not fit all CUDs that are in different stages of development. Ellie added that the

legislative intent of “may” is being misinterpreted by the VCBB as “must.”

#### 9. Future meetings/adjourn

Governing Board meeting: June 11, 2024

Next EC meeting: June 20, 2024

MOTION to adjourn was APPROVED unanimously by show of hands/voice vote. The meeting was adjourned at 4:32 pm.

Submitted by Sharon Tierra, Minute-taker