

**Maple Broadband**  
**Addison County Communications Union District**

**Meeting Minutes**

**May 14, 2024 5:00 p.m. – 6:30p.m.**

**VIA TEAMS and live at ACRPC**

1. Call to Order:

Steve Huffaker, Chair of Maple Broadband, opened the meeting at 5:03 p.m. and welcomed the representatives of the member towns and members of the public to Maple Broadband's May meeting. The following people were present:

Mike Sheets, Delegate Bridport;  
Steve Huffaker, Delegate Ferrisburgh;  
Ross Conrad, Delegate Middlebury;  
Hugh McLaughlin, Alternate Middlebury;  
Mark Boltz-Robinson, Delegate Monkton;  
Ellie de Villiers, Delegate New Haven;  
Bill Goddard, Delegate Orwell;  
Howard Hall, Delegate Panton;  
Zapata Courage, Delegate Ripton;  
Justin Boyer, Delegate Salisbury;  
Shannon Haggett, Delegate Vergennes;  
Leslie Huston, Delegate Waltham;  
Spencer Putnam, Delegate Weybridge;

Cy Tall, Treasurer and non-voting member;

Adam Lougee, Clerk, non-member representing Addison County Regional Planning Commission

2. Welcome new members. Deferred.

3. Agenda Approval. Steve asked for additions or changes to the agenda. **Mike Sheets moved to approve the agenda. Shannon Haggett seconded the motion, which passed unanimously by a voice vote/show of hands.**

4. Approve Meeting Minutes from April, 2024. **Shannon Haggett moved to approve the minutes. Howard Hall seconded the motion, which passed unanimously by a voice vote/show of hands, but with abstentions from Bill Goddard, Zapata Courage and Mark Boltz-Robinson.**

5. Public Comments: None.

6. Officer Elections. Ellie noted that the current executive board consists of the following members:

- a. Steve Huffaker, Chair
- b. Carl Siebecker, Vice Chair
- c. Nancy Cornell
- d. Shannon Haggett and
- e. Jeff Glassberg

She noted that all members of the current Executive Board are willing to serve another term. She then opened the floor to nominations for other delegates to swerve on the Executive Board. No other delegates stepped forward. **Ross Conrad moved to re-elect the slate of existing officers. Spence Putnam seconded the motion, which passed unanimously by a voice vote show of hands.**

7. Chair Report: Steve Huffaker noted we continue to make good progress on construction. Phase 1 as launched is completed to serve unserved and underserved areas.

Steve also noted that Maple Broadband has launched two more of its Phase 2 serving areas and expects to launch another serving area about every two weeks going forward. The most recent serving areas added are Waltham and a portion of New Haven.

Phase 3 construction in Orwell has also begun. Steve expects a portion of that construction in Orwell to be live by next month.

8. Operations Report:

- a. Service availability. See Chair report.
- b. Construction Report. See Chair report. There is a live version of the service map available on the website.
- c. Marketing. Ellie Welcomed Zapata Courage, a new Delegate from Ripton. She noted we continue to send the newsletter monthly. We will send out postcards to the Phase 2 area when all serving areas are active and when we have an accurate list of mailing addresses. We have created door hangers to let people know when an action to connect them to fiber has been taken after they subscribe and whenever we finish a task on their property. We hope it will help improve our communications and therefore our customer satisfaction. Justin noted that Pivot is looking to create an educational workshop on how the internet works for school education. Please speak with Ellie or Justin if you would like to bring it to your school.
- d. Other. None.

9. Financial update:

- a. April Dashboard. Cy presented the financial statement that had been distributed to the Board ahead of the meeting. She noted projections show us to have about \$780,000 at the end of 2024. Our goal will be to replace that with BEAD funding and to keep moving forward with construction. As of now, we are in good financial shape. Revenues and expenses remain in line with the business plan.

Ellie noted the May dashboard would increase by \$169,800 due to two BEAD capacity grants Maple Broadband just successfully secured. Ellie hopes these grants will help lead to BEAD success later in 2024.

Twice a year we ask WCVT to show passings and subscriptions in the portion of the Addison region they control. They will make that presentation in July. We will also ask them to tell us where they plan to build next and their expected passings resulting from those construction projects. Steve noted WCVT has been exceeding the number of miles and passings Maple Broadband has been able to complete by about 4 times (4,000 passings).

Lastly, Cy applauded Ellie for creating a very accurate budget.

- b. Financial Model update. Ellie shared a very detailed financial model based upon builds and take rates. Based upon the model, Ellie expects Maple Broadband will take on debt this year to keep building its network.
- c. Stipend Policy. Steve noted the package included a proposed Stipend Policy from the Executive Committee and asked the Governing Board to review it at a rate of \$1,000/month. The Board supported the stipend and instructed the Executive Committee to go ahead and make it happen.
- d. Audit/Treasurer's Update. Cy Tall noted that Maple Broadband expected to have the auditor's report completed within a couple of months. Cy noted that we need to account for all of our new infrastructure in this audit. Once that task is completed, we will complete the audit.

Cy is stepping down as Treasurer and Maple Broadband continues to look for a successor. Ross sent some information to Cy she is following up on.

10. VCBB/VCUDA/BEAD Update.

- a. BEAD. Ellie focused this discussion on the BEAD applications. She stated the VCBB met yesterday and awarded Maple Broadband's second BEAD capacity grant of \$69,800. She also noted that Maple Broadband's monthly meetings with VCBB staff start this

month. It will focus on demonstrating Maple Broadband's completion of its Phase 1 Build.

- b. VCUDA is working with Deb Shannon to determine if a statewide coalition can form to submit an application for the nationwide competitive digital equity grant that is part of the Digital Equity Act.
  - c. Other business. None.
11. Delegate reappointments. Steve asked that members continue to ask their selectboards to reappoint them to Maple Broadband for next year after the annual meeting and to send your appointments to Nancy Cornell. **Addison, Cornwall, Panton, and Whiting still need to appoint delegates.**
12. Next Meeting: June 11, 2024 at 5:00 p.m.
13. Adjourn. **Shannon Haggett moved to adjourn the meeting, Nancy Cornell seconded the motion, which passed unanimously by a voice vote/show of hands at 6:30 p.m.**

Respectfully submitted, Adam Lougee, Clerk