



## **Governing Board Meeting Minutes**

**Berlin Elementary School  
372 Paine Turnpike N, Berlin, Vermont  
6:00pm, November 12, 2019**

**Present:** Governing Board delegates: Susan Martin (Woodbury), Ray Pelletier (Northfield), John Russell (Worcester), Michael Birnbaum (Plainfield), Andrew Gilbert (Cabot), David Healy (Calais), Siobhan Perricone (Orange), Joshua Jarvis (Barre Town), Jeremy Hansen (Berlin), Tom Fisher (East Montpelier), Philip Hyjek (Middlesex), Chuck Burt (Moretown), Jonathan Williams (Marshfield) on the phone; Governing Board Alternates: Allen Gilbert (Worcester), Jeremy Matt (Plainfield), Public Attendee: ORCA Cameraperson.

**Meeting called to order:** The meeting was called to order at 6pm by Jeremy Hansen, Chair. No additions or changes to the Agenda were made and no public comment was given.

### **Moretown application to join district:**

Hanson visted with the Moretown Select Board and was surprised of their quick decision to join contingent on Waitsfield/Fayston Telecom's decision. Chuck Burt was appointed as their Delegate. Motion was made and second to add Moretown to the District, all responded favorably. Motion passed. Chuck Burt arrived and introductions were made. Hanson suggested we wait to discuss the budget and annual report later.

### **Business Development Committee Report back:**

Discussion was held as to makeready and how many poles, Vertical Assets, and double poles. It was noted that Waitsfield/Fayston was interested in being an operator, so too Vertec, a back office operator for many around the country. RFP funding was discussed and we received only a few questions. Q&A will be posted on the website. Only two questions to date. Siobhan stated that it is a competitive process for bidders as they look for investment returns. Committee will be looking at best value, best quality, and certainly low bids. Discussion was held concerning a dollar figure on the RFP or a range. However the RFP is out and Committee sent it out with a dollar figure so the process is out there. Time table

responsibilities will be December 17 for the Committee to make a recommendation as proposals are due December 3. A point system will be used. Individuals will review each RFP and interviews maybe possible. The survey response rate was small and a discussion was held to include media like Front Porch Forum and do more surveys. Discussion of WEC grant or loan newspaper article was incorrect and a liaison meeting is scheduled with GMP as they have upgraded poles between their substations in Barre. Discussion continued concerning Posted meetings on the website with thoughts to sensitive information and legal requirements that should be taken out of minutes and sent to Jared (Calais). It was suggested that since the subcommittee (Business Development Committee) is doing most of the heavy lifting, as a courtesy, they should send Delegates their meeting minutes and more information as to when they meet more than three days prior to the meeting. Hanson reminded the Board that the final decisions will come from the whole Board and the BDC is tasked to make recommendations. A calendar of events and records should be added to the website. It was noted that under 5B1, December 3 is deadline to receive all RFP's and December 10 will be a review meeting. Proposals are not public documents and email discussions and edits will not be allowed. Jeremy should be notified of any questions. Everyone is welcome to join the BDC committee. The Finance Committee and Policy Committee are quiet right now. So too is the Outreach/Fundraising sub committees. Next Thursday the BDC will meet. Jeremy reminded us again that no conversations through email due to sensitivity of the subjects and all meetings need to be warned. Any confidential matters should be discussed in Executive session and can be part of the meeting. Delegates to Committee can only decide who can be invited to Executive session meetings. Siobhan mentioned she went door to door in Orange for five hours with a survey and spoke of the paper surveys, door cards, and how Town Clerks should encourage people to complete our survey. Delegates will be sent the survey and the "QR" code to down load and add their name and address for survey returns. She asked Delegates to place surveys at places where people are most often to visit.

### **Public hearing on and adoption of 2020 Budget & Annual Report:**

A few language changes were made. A motion was made to accept and was second, no discussion, motion carried and approved. Jeremy stated that the statutory time is closed for Towns to request feedback, questions, or concerns. All Town Clerk's were sent this Budget and Annual Town Reports should reflect CV Fiber update. Jeremy and Jonathan will work on a concise version available at Town Meetings. The Operation Expense for Clerk and Treasurer will be reflected in the Budget under Board Administration Operation Expenses. A motion was made to add \$10,000 to the Budget for this expense, motion was second, no discussion, and motion passed. The Budget now reflects a Net Income of \$356,640. Jeremy said the Budget will be finalized and sent to all Town Clerks, along with an easy to read Annual Report by December 1.

### **Status of Grants:**

Quarterly report of USD Grants and Vermont grant with in-kind report was discussed. No reimbursements were needed and we can submit reimbursements. A website update will be made and we are good with our insurance. A press release will be sent this week. We are not looking at any more grants, USDA will need to be updated for what we are doing as progress is being made. It was then announced that CV Fiber is getting the \$60,000 State grant.

### **WEC survey feedback:**

WEC serves 41 towns and Bill Powell will need to add CV Fiber to their 2020 survey. David will follow-up. The satisfaction level with the internet provider would be a good question. This is a 600 person WEC survey.

A question was asked if and when the USDA money will be available.

Moretown will be added to the survey and our map. Moretown is currently served by Waitsfield/Fayston Telecom and a final decision for full endorsement by their Selectboard is expected. It was mentioned that VELCO's middle mile fiber could be used and can be made available to CV Fiber.

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**Fundraising:**

Siobhan suggested we collect stories from community members who would like to share stories about their internet service and CV Fiber. We will need testimony of how it's important to community members. A written permission will also be needed and send all to Siobhan and she will publish. The Annual Appeal is coming at our December meeting for Delegates and others to donate.

**Scheduling through the end of year:**

Discussion was held concerning the schedule of future meetings. The following resulted:

- November 14 Email to Board
- November 19 BDC Meeting
- December 2 BDC Meeting (tentative)
- December 3 RFP's are due
- December 10 Regular Governing Board Meeting (short meeting)
- December 12 BDC Meeting - Review RFP's and draft recommendation
- December 17 Governing Board Meeting

Schedule will need to get to Jeremy for website inclusion. Also the schedule will be sent to all Town Clerk's and media.

**Approval of meeting minutes:**

Minutes were not available and will be offered for approval at the next meeting.

Discussion of Clerk, Susan Martin has offered to step into this position going forward.

Roundtable discussions were held.

**Adjourn:**

Motion to adjourn at 7:40pm was made, second and passed.

Respectfully submitted,  
Susan S. Martin

