



August 8, 2019 Governing Board Meeting  
Berlin Elementary School  
213 Paine Turnpike N, Berlin, VT

**Present: Governing Board Delegates:** Greg Kelly (Barre City), David Healy (Calais), Tom Fisher (East Montpelier), Jonathan Williams (Marshfield), Phil Hyjek (Vice Chair, Middlesex), Ray Pelletier (Northfield), Siobhan Perricone (Orange), Michael Birnbaum (Plainfield), Frank Moore (Williamstown), John Russell (Worcester), Ken Jones (Montpelier); **Alternates:** Jeremy Matt (Plainfield), Allen Gilbert (Worcester); **Other Officers:** Becca Schrader (Clerk and Treasurer); **Other Attendees:** ORCA camera person

## Minutes

### 1. Call to order

Meeting was called to order by Hyjek at 6:06 PM

### 2. Additions or changes to the agenda

Hyjek noted that a number of items were to be covered by Hansen, but as Hansen is not available those items will be skipped. Healy said that he would like to discuss an RFP issued by the State under the Grants item.

### 3. Public comment

There was no public comment.

### 4. Treasurer's Report, Becca Schrader

Schrader reported that we received two donations and as of the meeting CVFiber had \$7,192.82 total. Schrader also noted that we have a \$500 grant

promised from Cabot as well as the Think VT! Grant and the USDA grant. Healy noted that the USDA grant has been awarded but that we need more paperwork before we can receive the money.

Schrader also noted that she started a new job with USDA Rural Development and that she can continue to be treasurer and someone else from CVFiber will need to sign off on the grant. She has discussed the situation with USDA Rural Development, and they do not have a problem with her continuing to be the CVFiber Treasurer.

**5. Insurance, Josh Jarvis**

No discussion, tabled until next meeting.

**6. Status of Grants**

Healy noted that one delegate from each Town is required to sign a form for the USDA Rural Development grant. He also noted that there is a lot of paperwork required for this grant. It's pretty close to done at this point.

Healy reported that the Department of Public Service has sent out its RFP for planning & development funding and went over details regarding the grant. Clay Purvis told Healy that the intent is that the Business Plan from this funding would allow application for a VEDA loan. Healy also noted that we need a \$12,500 in matching funds. Discussion of the use in-kind donations as matching funds.

**ACTION:** Motion from Healy, second from Kelly to submit a letter of intent to submit a proposal the Department of Public Service. Passed unanimously. No discussion.

**7. Feasibility study, business plan**

Healy reported that that Business Development Committee has been working on draft of an RFP to prepare a Feasibility Study and Business Plan. Kelly reported that he has prepared a planning document looking at what needs to be done and who can do what. Kelly also reported that he had a meeting with ValleyNet to discuss this planning document. Birnbaum noted that some of the companies we've received presentations from have offered to do all the work for us. There followed discussion about whether the RFP is necessary as some of the firms we've gotten presentations from have proposed to do this work. The consensus was that we do need to do an RFP for a Feasibility Study and Business Plan.

**8. Treasurer position & remuneration**

No discussion, tabled until next meeting.

**9. Front Porch Forum, Jeremy Hansen**

No discussion, tabled until next meeting.

**10. Survey, David Healy**

Healy reported on the results of the survey. So far, 455 people have responded. Healy shared some of the aggregate statistics from the survey questions. There followed discussion about how much survey data we need, how to get more responses, and how to evaluate the quality of the survey.

**11. Reports back from meetings with other ISPs, Jeremy Hansen**

Discussion tabled until next meeting.

**12. Business Development Committee report back, David Healy**

Healy said that the activities of the Business Development Committee have already been covered.

**13. Budget**

Hyjek noted that we need one and we should be working on it, but that this item was to be handled by Hansen. Discussion tabled until next meeting.

**14. Review of back burner items, committee assignments, & membership**

Hyjek said that the back burner items are allowing other towns to join and an equipment policy. Perricone noted that she was approached by a person from Corinth. Birnbaum noted that in the previous meeting we'd discussed how many towns we want to expand to. Pelletier noted the discussion was left open. There followed further discussion of what towns we may want to pursue and what boundaries we want to set for the Feasibility Study. There followed discussion of what substations have fiber and partnering with WEC.

**15. Approval of July meeting minutes**

Schrader reported that she didn't have hard copies of the minutes available. Tabled to the next meeting.

**16. Roundtable**

Jones noted that the Montpelier City Council is going to be discussing the telecommunication needs of its public safety authority. Stephen Wittaker is requesting that the City Council instruct the Public Safety Authority to do a feasibility study to see what it would take to link all of the elements of their

telecommunications system. Wittaker is also requesting that the City Council request that CVFiber coordinate with the Public Safety Authority. Jones noted that this could be a revenue stream if they become a customer of CVFiber.

Matt noted that he sent an appeal letter asking for donations. There followed discussion on fund raising.

## **17. Adjourn**

Meeting adjourned at 7:35 PM.

DRAFT