



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES
Maplewood Travelers Service Center, 159 Paine Turnpike N, Berlin, VT
and virtually via GoToMeeting
August 12, 2021

Present:

Committee members: Chuck Burt (Moretown), David Healy (Calais), Jeremy Hansen (Berlin), Ray Pelletier (Northfield) at 5:17 pm, Siobhan Perricone (Orange) at 5:17pm, Allen Gilbert (Worcester)

Absent: Jeremy Matt (Plainfield)

Others: Jerry Diamantides (Project Manager), Bonnie Waninger (CVRPC)

Called to Order: 5:05PM by Jeremy Hansen.

Additions or changes to the agenda:

None.

Public comment:

None.

Approve Minutes: July 21, 2021

- MOTION (Jeremy Hansen; second Chuck Burt) to approve the July 21, 2021 meeting minutes as presented. No Discussion. Passed unanimously. A. Gilbert abstained as he was not present.

Project Managers Report

Jerry Diamantides reported that DPS approved the WEC grant for Phase 3.

Bills to Pay, Financial Report

Jeremy Hansen said payments from the State have been cleared. Reauthorization was required due to the State fiscal year start.

Hansen reported there are bills to pay, including June work for the attorney and a bill and reimbursement request from Jerry Diamantides. The bills will be sent to Committee members.

Northfield/Roxbury Project

Jeremy Hansen said he spoke with ValleyNet, which is optimistic they can get it done by the end of the year. Make Ready for CVFiber area will be prioritized. The grant agreement was sent, and ValleyNet has the

addresses. CVFiber will own the project, and the project will be run as an ECFiber project until CVFiber is ready to take it over. The ECFiber Board has approved it, so the agreement can be finalized.

Outstanding RFP Updates

Accounting Services: RFP released for accounting.

Audit Services: RFP in draft stage.

Pole Inventory of Area B: RFB being developed; have contractor.

Make Ready: RFP being developed.

WEC High Level Design (HLD) Contract

David Healy reported that the contract from Vantagepoint doesn't fit with CVFiber's policy. He is continuing to work on it. It proposed detailed design apart from WEC. David proposed using one RFP for two projects. The three CUDs and WEC are meeting tomorrow for the HLD RFP. He will let them know the subcontractor agreement needs to be added to the HLD RFP. He stated a detailed design is needed to move forward even if funding for detailed design isn't fully secured yet.

CVFiber HLD/DD Contract

No discussion.

Grant Applications: Pole Inventory (B/C) & Detailed Design

Jerry Diamantides reported this is being worked on. There are questions as to whether make ready is being added and, if so, how much money to add. The Vermont Community Broadband Board needs to determine whether make ready cost is pre-construction or construction costs before he knows to what grant it should be attached. Then the issue is how much funding to request. Diamantides believes this will likely resolve over the next few days with an application submitted the beginning of next week.

Pole Inventory (B/C) RFB

Ray Pelletier reported he is missing links to some pole data then he can issue an RFP for a contractor. He anticipates a three-week turnaround. He has an idea of what the grant application requirements are. He hopes they can start in Sept/Oct with completion of the pole inventory this year. The B and C pole inventory RFBs need to be released at the same time to complete both this year.

Town ARPA Campaign (A/B)

Jeremy Hansen reported he is meeting with the Marshfield Selectboard to discuss a contract. He is in discussions with Middlesex and East Montpelier, which use the same attorney. The next visit is Valley towns.

Chuck Burt asked about presentation materials. Ray Pelletier offered to prepare a presentation and send it to Jeremy and Chuck. Chuck requested it be provided by Saturday so the Selectboard can discuss it at Monday's meeting. He also will send them the preliminary MOU so they can pre-read it.

Bonnie Waninger shared that municipalities are being advised to run a robust public process to solicit ideas, identify other funding sources that may fund the project, and then prioritize projects for their ARPA funds.

Hansen noted the MOU is preliminary with changes in progress. Burt will share it with Moretown and include a caveat that it is in progress. Waninger asked if CVFiber would be willing to share the MOU with CVRPC. VLCT and the State have requested RPCs gather any documents passing money from municipalities to other entities. Hansen agreed CVRPC could be sent the MOU after the draft has progressed further.

Allen Gilbert shared that Worcester will be soliciting ideas from residents.

Ray Pelletier suggested a town campaign in Sept/Oct/Nov.

Siobhan Perricone said Orange is putting together a committee with a member of the Planning Commission, Selectboard, etc. to talk about what to do with the ARPA funds. She anticipates an October meeting with the Selectboard.

The Committee tasked Jerry Diamantides with contacting towns and setting up meetings with Selectboards.

Jeremy Hansen requested CVRPC send him a list of dates/times that all Selectboards meet.

Microsofttools Implementation

Chuck Burt reported that the Microsoft domain rollout was tested with the Executive Committee. He learned that Microsoft Teams does not have a dial-in function by default. The feature can be added for \$48/year for each user that is given access to it. Chuck proposed that all committee chairs be authorized (~\$400/year).

- MOTION (David Healy; second Siobhan Perricone) to spend \$500 maximum to add the dial-in feature. Siobhan noted that the person that creates the meeting must lead the meeting; the leader cannot pass leadership to another person. The Committee decided that there is enough cross population on committees and vice chairs do not need to be added. Passed unanimously.
- MOTION: (Chuck Burt; second Allen Gilbert). that the Executive Committee have responsibility for deciding who is given any add-on price point products and that requests be submitted to the Executive Committee. No discussion. Passed unanimously.

Chuck would like to roll out Teams next week to the Board. Allen Gilbert requested that the rollout be announced at a meeting in addition to sending emails requesting people open/use the account. There was a discussion of security, specifically security of personal information when Teams is used for CVFiber business. Chuck noted set up is critical to ensuring security. He can help Board members with setup. Chuck discussed how Microsoft tools work.

2022 Budget & Forecast

Ray Pelletier said the Finance Committee meets on August 24. He is figuring out take rates and revenue stream flow based on CVFiber's vision of system development. He hopes to send this to the Executive Committee next week so it can be sent to the Board for September and towns for October.

Jeremy Hansen said Jerry Diamantides is looking at a cash flow diagram so that next steps are based on realistic assumptions.

Business Plan/Feasibility Study/Rate Setting

Jeremy Hansen said CVFiber needs enough money on hand in a capital reserve so a big rate increase isn't required when CVFiber goes to the bond market when grant funding is no longer available. This means initial subscription rates may need to be higher. Ray Pelletier noted paying for a system operator also is necessary. Jeremy said negotiating a per subscriber rate with operators could make that work.

Allen Gilbert said the Biden infrastructure bill includes funds for low-income household subscriptions, which could be good news. Because the subscriber, not the CUD, would be in control of the funds, it would affect finance. The subscriber would need to apply to the program.

Future discussions will include how much of a reserve is needed and how fast draw down of reserves

Meeting Adjourned

- MOTION: (Jeremy Hansen) to adjourn at 6:08PM. No Discussion. Passed unanimously.

Respectfully submitted,

Bonnie Waninger, Central Vermont Regional Planning Commission

Summary of Tasks Assigned:

- Jeremy Hansen will send bills to Executive Committee members.
- Ray Pelletier will prepare a presentation and send it to Jeremy and Chuck by Saturday so it can be shared with the Moretown Selectboard.
- Jeremy Hansen will share the draft MOU with CVRPC when it is more developed and ready for outside review.
- Jerry Diamantides will contact Selectboards to set up meetings.
- CVRPC will send its Selectboard meeting date/times document with Jeremy Hansen.