



**CVFIBER GOVERING BOARD MEETING MINUTES**

CVRPC Offices  
 29 Main Street, Montpelier VT  
 and  
 Virtually on MS Teams

January 11, 2022

**Present:**

**Governing Committee Delegates:**

Allen Gilbert (Worcester), Chuck Burt (Moretown), David Healy (Calais), Henry Amistadi (Duxbury), Jeremy Matt (Plainfield), Jonathan Williams (Barre City - Alternate), Linda Gravell (Waterbury), R.D. Eno (Cabot), Raymond Pelletier (Northfield), Siobhan Perricone (Orange), Tom Fisher (East Montpelier), David Lawrence (Middlesex), Jerry Diamantides (Berlin), Tim Sullivan (Roxbury), John Morris (Marshfield).

**Alternate delegates:**

Christopher Shenk (Waterbury – Alternate), Jeremy Hansen (Berlin - Alternate), David Wendt (Duxbury - Alternate), John Russell (Worcester - Alternate)

**Others Present:**

Christian Meyer (CVRPC), John Walters, Phil Cecchini (Treasurer), ORCA

<b><u>Town Representation (15/21 towns represented)</u></b>				
Barre City	Barre Town	Berlin	Cabot	Calais
<b>Present</b>	Absent	<b>Present</b>	<b>Present</b>	<b>Present</b>
Duxbury	East Montpelier	Elmore	Marshfield	Middlesex
<b>Present</b>	<b>Present</b>	Absent	<b>Present</b>	<b>Present</b>
Montpelier	Moretown	Northfield	Orange	Plainfield
Absent	<b>Present</b>	<b>Present</b>	<b>Present</b>	<b>Present</b>
Roxbury	Waterbury	Washington	Williamstown	Woodbury
<b>Present</b>	<b>Present</b>	Absent	Absent	Absent
Worcester				
<b>Present</b>				

**Called to order:** Jeremy Hansen called the meeting to order at 6:00

**Additions to the agenda:**

- No additions

### **Public comment**

- None

### **Meeting minutes approval**

- MOTION (Jeremy Matt, SECOND Siobhan Perricone) *Moved to accept the Meeting Minutes from the December 16, 2021 Governing Board meetings.* Passed unanimously. No discussion.

### **Treasurer's report**

- Phil Cecchini updated the Governing Board that CVFiber had a cash balance of \$870,212. These are nearly all grant funds for preconstruction. There is \$28K set aside for general support. Last month, roughly \$90K was spent on pole inventories, high level design, and project management fees.

### **Clerk's report**

- Clerk has continued to organize and file documents.

### **PM's report**

- Jerry Diamantides updated the group that the pole inventory is reaching completion in Area A. Tilson will be sending a hard drive with all the data. Apex is finishing their work in Calais and it should be complete in the next couple weeks. Work will be beginning in Areas B and C. Work orders have been approved and notices to proceed will be issues to the firms Tilson and Apex. High level design is ongoing and is roughly at 85% complete. This work has run long. It should have been completed by the end of calendar year 2021. It is now projected to be complete in February 2022. Funding has been extended to June, 2022 for this work. Additionally, funding for the pole inventory work has also been extended to June, 2022.
- R.D. Eno requested that work for areas B and C be broken out by contractor and schedule so that he can share the information with his town.

### **Public use of CVFiber internal email lists**

- Chuck Burt reviewed that the Governing Board had voted to share email lists with the public in the past to make it easier to contact committees. This set up had some serious drawbacks. Because the CVFiber website now allows the public to reach committees or town representatives directly, it is no longer necessary. Therefore, the lists should now be for internal use only. This will take care of the problems.
- Jeremy Matt agreed with this proposal and added that the Google Groups are also troublesome as they send directly to spam folders. Use of the Google Groups for committees should be discontinued.
- MOTION (Chuck Burt, Second Siobhan Perricone) *Moved to make committee-based email lists for internal use only.* Passed Unanimously. No discussion.
- MOTION (Chuck Burt, Second Jeremy Matt) *Moved to deprecate google groups for committee lists.* Passed Unanimously. Discussion:
  - Chuck Burt stated that the committee mailing lists on Google Groups can be easily retired but that more research will need to be completed before the public notifications group can be retired.

### **Elmore, CVFiber, and Lamoille FiberNet**

- David Healy briefed the group that Elmore intends to leave CVFiber and is now part of Lamoille FiberNet and NEK Broadband. The Elmore Selectboard will need follow the process outlined in statute to withdraw from the CVFiber.
- Waterbury is considering going partially with Lamoille FiberNet.

### **Executive Director position**

- Jerry Diamantides updated the Governing Board on the progress developing the executive director position for CVFiber. The executive director will report to the Executive Committee. The intention is to have the position filled by early April. A selection committee will lead the process.
- David Healy recommended board members look to their communities for candidates.
- Christopher Shenk recommended sharing the job posting through LinkedIn.
- MOTION (David Healy, Second Jeremy Matt)

*Whereas CVFiber requires a full time Executive Director to be responsible for carrying out strategies and objectives for the successful development and operation of the CVFiber Community Network with contracted partners; engage and collaborate with community members, other communication union districts, utilities, organizations, and state government.*

*Whereas the CVFiber 2022 budget has a provision for the position of Executive Director*

*Whereas CVFiber has received a Preconstruction Grant Award from the Vermont Community Broadband Board that would fund the position of Executive Director*

*Moved that the Governing Board approve the position of Executive Director and authorize the Executive Committee to publish a job announcement, manage the recruitment and interview process, and further, make a recommendation to the Board for the appointment of an Executive Director.*

Passed Unanimously. No Discussion.

### **Operator negotiations & executable project plan**

- Raymond Pelletier updated the Governing Board that work is progressing on the operator contract with the attorney, and tomorrow it will be sent to Waitsfield Telecom.
- CVFiber will be talking to Mission Broadband to find out what they can do.
- Discussions are starting Friday with the NRTC on the executable project plan and will continue with 2-3 sessions a week until the executable project plan is wrapped up. Ultimately, the executable project plan will be helpful in the handoff of responsibilities from the Executive Committee to the executive director. It is a living document that can be updated.

### **Town communications, reports, & ARPA funds**

- Raymond Pelletier pointed out the summary report that he and David Healy had completed for insertion in town meeting materials. This is important to better engage with residents. VT Community Broadband Board has also inquired into how CVFiber is engaging member towns. The town meeting insert is an opportunity to share news. All board members should send this directly to their town clerks.

- Linda Gravell stated that given her experience in Waterbury she would encourage all members to make a formal request to their municipal governing body for ARPA funds as many governing bodies are waiting for the formal request. Siobhan Perricone echoed this need for a formal request.
- R.D. Eno asked for clarification on the state match for town ARPA donations. Jeremy Hansen explained that town ARPA contributions to the CUD will be matched 1:1 up to \$1.5 million aggregated across the CVFiber area and that all money contributed by a town will be spent within said town. The Treasury's final rules have been published and a template MOU that we can be used with CVFiber towns will be ready shortly. The deadline for town commitments of ARPA funds to the CUD has been extended from April 15 to September 15, 2022 and needs to be accompanied with a letter of commitment. Allen Gilbert thought a record of vote by the governing body should suffice for a letter of commitment.
- David Healy noted that CVRPC and VLCT are recommending that towns set up a formal ARPA selection committee to help guide spending.

### **WEC agreement/relationship**

- David Healy updated the Governing Board that CVFiber and WEC are restarting the discussions around the RUS loan that WEC is pursuing.

### **Election of Chair**

- David Healy nominated Jerry Diamantides for CVFiber Governing Board chair.
- Chuck Burt nominated Siobhan Perricone for chair. Siobhan Perricone declined.
- Jeremy Hansen directed the clerk to cast one vote on behalf of the body for Jerry Diamantides. Jerry Diamantides will serve as chair of the Governing Board and chair of the Executive Committee.

### **Roundtable**

- Jerry Diamantides thanked Jeremy Hansen for taking a concept to an enterprise with a multi-million-dollar budget and great public excitement.
- David Healy expressed thanks for the leadership of Jeremy Hansen.
- Chuck Burt thanked Jeremy Hansen for his tireless efforts.
- Tom Fisher thanked Jeremy Hansen
- Siobhan Perricone stated she was glad to see the CVFiber progress and proud of the work the members are doing.
- Allen Gilbert stated that Jeremy Hansen was his Leland Stanford. And added that Jerry Diamantides will do a great job!
- Jeremy Matt thanked Jeremy Hansen for his amazing work. And thanked the board for their great work.
- Christopher Shenk thanked Jeremy Hansen and added that he looks forward to working with Jerry Diamantides
- Phil Cecchini thanked Jeremy Hansen for the hard work.
- Raymond Pelletier added that as daunting as the work is in front of CVFiber, all those involved now know how to handle it. Jeremy Hansen has tackled the difficult task of building the momentum.

- David Lawrence stated that he has been remote since 1997 and I cannot tell those present how thankful he is for the work being done by CVFiber.
- David Wendt concurred with everyone before him.
- Jonathan Williams thanked Jeremy Hansen and Jerry Diamantides
- Henry Amistadi thanked Jeremy Hansen you for bringing his breadth of skills to launch CVFiber.
- R.D. Eno stated that he is personally grateful to Jeremy Hansen and the education he has received by being given the opportunity to work with him.
- John Walters asked, how other CUDs are doing this without a Jeremy Hansen
- Linda Gravell shared that she works with a lot of organizations run by volunteers. None works as well as CVFiber! She is proud to be on the Governing Board. And added, thanks for Jeremy Hansen and Jerry Diamantides for their work.

**Adjourn 7:06**