



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

June 13, 2022

Present:

Executive Committee Delegates: Jerry Diamantides (Berlin), Raymond Pelletier (Northfield), Allen Gilbert (Worcester), Siobhan Perricone (Orange), David Healy (Calais), Chuck Burt (Moretown)

Absent: Jeremy Matt (Plainfield)

Others Present: Jennille Smith (Executive Director)

Call to order: Jerry Diamantides called the meeting to order at 6:31 pm

Additions to the agenda:

- None

Public comment:

- None

Committee Chair Appointments:

MOTION (Ray Pelletier, seconded Siobhan Perricone): Whereas pursuant to 30 VSA § 3071 the Board has the authority to create committees and make appointments thereto,

Whereas the Board has created the Executive Committee and established its membership as including the chairs of CVFiber committees,

Whereas the committees have selected and recommend their respective chairs from among its Board membership,

Moved that the Executive Committee recommends the Governing Board make the following chair appointments based upon the committee recommendations:

- (1) Chuck Burt as Chair of the Communications Committee
- (2) Ray Pelletier as Chair of the Finance and Audit Committee
- (3) David Healy as Chair of the Planning and Development Committee, and
- (4) Allen Gilbert as Chair of the Policy Committee.

Discussion: whether the Board needed to ratify the Committee Chair selection. It was confirmed that Chairs needed to be approved, but Vice Chairs can be chosen by the Committee if they choose. The motion was summarized for Allen Gilbert who signed on late. Motion passed unanimously.

Materials, Warehouse & Supply Chain Contract:

- Jerry provided an overview of the RFP status, there have been numerous responses to the RFP which MBI has been managing on behalf of CVFiber and there have been meetings by CVFiber representatives to discuss.
- MOTION: (Ray Pelletier, seconded Siobhan Perricone): Whereas CVFiber through its contract with Mission Broadband Inc (MBI) issued a Request for Proposals for Materials, Warehouse and Supply Chain Services on 3 May 2022,

Whereas CVFiber received four proposals, two of which included proposals for all three components of the RFP; while there was one proposal for materials only, and the fourth was for warehouse and supply chain services, which proposal and discussions reflected that the two of them were participating jointly, essentially as one team, in response to the RFP,

Whereas MBI and the CVFiber RFP Review Team, consisting of the Board Chair, the Planning and Development Committee Chair and Vice Chair, the Finance Committee Chair, and the Executive Director, reviewed each proposal, submitted questions to the respondents, checked references, and conducted interviews with each team,

Whereas acquiring warehouse and supply chain services will require contract negotiations,

Whereas CVFiber reflected in the RFP a willingness to participate with other CUDs in the provision of warehouse services, and at least one CUD has expressed an interest therein,

Whereas the acquisition of materials will require the submission of purchase orders to one or more vendors offering the best value to CVFiber in terms of pricing and delivery lead times,

It is moved that the Executive Committee recommend the following actions by the Governing Board:

1. The Board approve the award of a warehouse and supply chain services contract to the RFP Review Team recommended contractor, subject to successful negotiations with the contractor, and, if applicable, an agreement with one or more CUDs, each as determined by the Executive Committee, and
2. The Board approve the expenditure of up to \$10 million subject to available funding and CVFiber's Procurement Policy for the establishment, operation, and security of a

warehouse and storage yard, and the acquisition of such materials from such vendors as the Executive Committee shall determine to be in the best interest of CVFiber.

Passed unanimously. No Discussion.

Universal Service Plan:

- Jerry provided an overview of the service plan which was provided to Committee members prior to the meeting. The plan has also been provided to a neutral outside party for review. Discussion ensued regarding where and how marketing funds are addressed.
- MOTION (Ray Pelletier, seconded Siobhan Perricone): Whereas CVFiber intends to submit a Construction Grant Application to the Vermont Community Broadband Board on or about June 16, 2022, and

Whereas a requirement of the Construction Grant Application is the inclusion of a CUD adopted Universal Service Plan, and

Whereas the Governing Board adopted a Mission and Vision on May 8, 2018, and

Whereas that Mission and Vision stated:

Mission: We will provide Central Vermont residents, businesses, and civic institutions with universal access to a reliable, secure, locally owned and governed communications network able to grow to meet future community needs.

Vision: We envision a high-speed digital highway where traffic flows freely, growing the regional economy and broadening digital opportunities for people of all ages, means, and interests, thereby enriching the public and private lives of our residents.

Whereas the Planning and Development Committee recommended the Executive Committee recommend that the Governing Board adopt a Universal Service Plan

It is moved that the Executive Committee recommends the Governing Board adopt a Universal Service Plan subject to such refinement as the Executive Committee may deem appropriate prior to its submission to the Vermont Community Broadband Board.

Discussion: There was a brief overview of the process undertaken to draft the plan.
Passed unanimously.

Business Plan:

- Jerry provided an overview of the plan which was provided to Committee members prior to the meeting. There was again discussion on how marketing is addressed in the plan and how it will continue to be addressed in upcoming versions of the plan.

- MOTION: (Ray Pelletier, seconded Siobhan Perricone): Whereas CVFiber intends to submit a Construction Grant Application to the Vermont Community Broadband Board on or about June 16, 2022, and

Whereas a requirement of the Construction Grant Application is the inclusion of a CUD adopted Business Plan, and

Whereas NRTC has been engaged in the development of a Business Plan informed by the input from the Governing Board Chair, Planning and Development Chair, Finance Chair and the Executive Director, and

Whereas this is a living document that will undergo change to adjust for changing conditions, this Version 4 is a snapshot in May 2022 of the architecture, project scope, estimated capital and operating expenses, preliminary construction sequence and schedule, estimated revenues, and potential risks, and

Whereas funding, materials and labor availability have already informed this version of the Business Plan, these factors will continue to cause adjustment in these plans, and

Whereas, notwithstanding the impact of these variables, CVFiber will continue to be motivated by the need to serve the underserved, to sustain the business, to meet engineering requirements, and to ensure the maintainability and reliability of the CVFiber Community Network,

It is moved that the Executive Committee recommends the Governing Board adopt the Business Plan, version 4, subject to such refinement as the Executive Committee may deem appropriate prior to its submission to the Vermont Community Broadband Board.

Passed unanimously. No Discussion.

Construction Grant Application:

- Jerry gave an overview of the application that is due June 16, 2022, in hopes to get on the July 11 Vermont Community Broadband Board calendar to present and defend CVFiber's construction grant application. David provided additional details on the process and application.
- MOTION: (Ray Pelletier, seconded): Whereas CVFiber intends to submit a Construction Grant Application to the Vermont Community Broadband Board on or about June 16, 2022, and

Whereas a requirement of the Construction Grant Application is the inclusion of a CUD adopted Business Plan, and

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Whereas funding, materials and labor availability have already informed this version of the Business Plan, these factors will continue to cause adjustment in these plans, and

Whereas, notwithstanding the impact of these variables, CVFiber will continue to be motivated by the need to serve the underserved, to sustain the business, to meet engineering requirements, and to ensure the maintainability and reliability of the CVFiber Community Network,

It is moved that the Executive Committee recommends the Governing Board adopt the Business Plan, version 4, subject to such refinement as the Executive Committee may deem appropriate prior to its submission to the Vermont Community Broadband Board.

Discussion: confirmation of where the application can be found on the shared drive.
Passed unanimously.

Other Business:

- Ray Pelletier advised the Construction Application needs an attachment of the contract with the operator; and suggested taking up approval of the contract with WCVT now.
- There was discussion on whether acting on this item would be appropriate at this time as the item had not been warned. It was concurred discussion on the item could occur, but no action taken until the next meeting. It was concluded to put on the next agenda for discussion and action.

Adjourn

- Adjourned at 7:19pm.

Respectfully submitted,

Nancy Chartrand, Central Vermont Regional Planning Commission

Attachment 1: Bills to Pay