



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

August 29, 2022

Present:

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

Absent:

Others Present: Jennille Smith (Executive Director), David Lawrence (Middlesex), Laurie Beth Putnam (Treasurer)

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

Additions to the agenda:

- Jeremy Matt requested delaying approval of the minutes.

Public comment

- None

Prior Meeting Minutes

- Not complete and approval saved for next meeting.

Pre-Construction Activities Update

- Jennille Smith reported a lot of make ready has been done in the WEC territory and all applications in for WEC at this time, they are starting make ready with Hardwick and Green Mountain Power. Materials are being received at the warehouse and box yard in Montpelier. She is working on getting necessary permits and easements in place. It is anticipated that construction contracts will be awarded by mid-September with a plan to begin construction in October. They have been working on SmartSheets and hope to go live within the next few days for tracking milestones. Also provided was an update on fiber deliveries and work on warehousing.

Approval Authorities

- Jerry Diamantides and Ray Pelletier reported on the need to provide broader approval authority to the Executive Director and significant discussion ensued.

- MOTION: (Ray Pelletier, second Siobhan Perricone) Move the Executive Committee approve the Implementation Guidelines Internal Financial Controls 29Aug22 as amended. Passed unanimously. No discussion.

Planning & Development Committee Charter

- David Healy reported on the Planning & Development Charter updates and advised it was located on the shared drive.
- MOTION: (David Healy, second Siobhan Perricone) Move that the Executive Committee approve the revised Planning & Development Committee Charter. Passed unanimously. Discussion:
 - Allen Gilbert asked if this would go to the Governing Board for approval if the Executive Committee approves the charter. David Healy said yes.

Town ARPA Update

- Jerry Diamantides reported agreements (MOUs) are being coordinated with several towns at this time. He requested that at the next Governing Board meeting they request blanket authority for the Chair to be able to sign the necessary MOUs with Towns.

Public Engagement & Marketing Contract, 2023 Budget, Subscription Rates

- Jennille Smith reported that on the status of the marketing and public engagement RFP and that they would like to move forward with hiring a firm and provided a brief overview of what type of marketing and public engagement will be necessary.
- Ray Pelletier advised that they may want to enter executive session to discuss the proposed marketing firm and he also noted that agenda items 2023 budget and subscription rates should also be addressed in executive session.
- MOTION (Ray Pelletier, second Jeremy Matt) Move that pursuant to 1 V.S.A. § 313(a)(1)(A) we find that premature public knowledge of our discussions relating to the
 - a. recommendation of a Public Engagement and Marketing services contract,
 - b. the 2023 Budget, and
 - c. Subscription Rates would put CVFiber at competitive disadvantage.
 Passed unanimously. No discussion.
- MOTION (Ray Pelletier, second Jeremy Matt) Move that we enter executive session to discuss
 - a. recommendation of a Public Engagement and Marketing services contract,
 - b. the 2023 Budget, and
 - c. Subscription Rates would put CVFiber at competitive disadvantage.
 pursuant to 1 V.S.A. § 313(a)(3). And that the following be invited into the Executive Session in accordance with 1 V.S.A. § 313(b) as they have relevant information.
 Invited: Laurie Beth Putnam, David Lawrence. Passed unanimously. No discussion.
 - Enter: 7:10PM
 - Exit: 8:01PM
- MOTION (Ray Pelletier, second Siobhan Perricone) Whereas the Executive Committee approved the issuance of a Request for Proposal for Public Engagement and Marketing Services on 27 June 2022, which was issued on 5 July 2022

Whereas CVFiber received multiple proposals which underwent appropriate due diligence, including requesting responses to questions, interviews, and reference checks by the Marketing Contract Working Group,

Whereas the Communications Committee recommends the Executive Committee recommend to the Governing Board that it award the services contract to the firm proposed by the Working Group, subject to contract approval by the Executive Committee,

Move that the Executive Committee recommend the Governing Board award the Public Engagement and Marketing contract to the firm recommended by the Communications Committee and its Marketing Contract Working Group subject to successful negotiations as approved by the Executive Committee. Passed unanimously. No discussion.

- MOTION (Ray Pelletier, second Siobhan Perricone) Move that the Executive Committee approve and recommend the Scenario A Subscription Rate structure as the initial CVFiber subscription rates to the Governing Board for its ratification subject to Financial Plan updates as may inform a reconsideration of the structure by the Executive Committee. No discussion. Passed unanimously (Jeremy Matt abstaining).
- There was no action regarding the 2023 Budget

Adjourn

- Adjourned at 8:05 pm.

Respectfully submitted,

Nancy Chartrand, Central Vermont Regional Planning Commission

Attachment 1: Bills to Pay