



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

November 28, 2022

Present:

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

Absent: Allen Gilbert (Worcester), Jeremy Matt (Plainfield)

Others Present: Jennille Smith (Executive Director), Linda Gravell (Waterbury), Laurie Beth Putnam (Treasurer), John Walters (Vice-Chair of Communications Committee)

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

Additions to the agenda:

- None

Public comment

- Chuck Burt noted that he's received comments about our subscription rates requesting that we provide a lower subscription rate. Jerry Diamantides noted that we've done the math and this is about as cheap as we can go and still be economically viable. There followed additional discussion about rates and speeds.

Prior Meeting Minutes

- Jeremy Matt was not present so meeting minute approval was tabled.

Treasure's Report and Bills to Pay

- Laurie Beth reported that there are no bills to pay.

Administrative Assistance Contracts

- Jerry noted that we've been reaching out to people who may be willing to provide administrative assistance such as grant writing or minute taking.
- Jennille noted that CVRPC can no longer take minutes. She's been speaking with someone who may be available to do the minutes. We also need someone to assist with smart sheets, and we have identified someone who may be able to help there as well.

There may be other tasks that we need help with. We're hoping to pay people hourly rates.

- MOTION (Ray Pelletier second Siobhan Perricone) to approve contracts for Jeff Hewitt, Sybil Schlesinger, and Jamie Jones for administrative support. Passed unanimously.

Discussion:

- Linda Gravell asked how this would work. Is there a minimum number of hours? Jerry noted that the intention is that these are part-time positions and that he expects the Clerk to organize the meeting minutes. There followed additional discussion about calendars.

Materials Purchase Update

- Jerry noted that we're spending a fair amount of money, although within the limits of our grant funds. Everything is moving smoothly in that regard.
- Jennille noted that we ordered supplies for the first 400-miles in July to account for supply chain issues. Those materials are still rolling in and the supply chain issues are still a problem. Delivery times for electronics and cabinets are 36-45 weeks. We need to place orders for the next 200-miles of construction.
- Jerry noted that the Board has already approved that we spend \$10-million on materials, and we haven't reached that limit yet.

Makeready & Construction Update

- Jennille reported on the status of the start of construction. Eustis notice to proceed and they have given us a pick list, although we still have materials rolling in that are required for that list. Wild Blue Yonder is coordinating getting the materials to Eustis. Construction of the structure for the first cabinet may start next week.
- Linda asked if we're doing a press release. Jerry noted that we don't yet have a specific date, but a press release has been discussed. Linda noted that the Communications Committee needs time to prepare the press release. Chuck said that he'll work with John to prepare the press release. There followed additional discussion about a live event, the press release, and timing of these items.

Website & Outreach Update

- Jennille reported that we're meeting with Crowd Fiber to work out some bugs and some interface adjustments that will improve the user experience. We're intending to get the Crowd Fiber site live ASAP so people can pre-subscribe. Crawford is working with approximately 30 community members to produce marketing profiles.
- Chuck reported that there are three different types of items that we've raised with Crowd Fiber. The first are bugs – things that don't work the way they should. The second are things that work as intended, but we still don't like it (e.g., allowing users to adjust the pin for their house). Some of these items may get fixed, but they probably won't all get fixed soon. There are four items that are show stoppers where we can't go live until they're fixed (two bugs and two features we don't like). We're at least 10-days until we can go live.
- Linda noted that we're doing our best to have the website communicate to people that we're reliable, etc.

2023 Budget Adoption & CVFiber Compensation

- Jerry noted that he is going to abstain from an discussion regarding compensation.
- MOTION (Ray Pelletier, second Siobhan Perricone) that we enter executive session to discuss records that are confidential pursuant to 1 V.S.A. § 313(a)(6), specifically the CVFiber 2023 Budget, subscription fees and practices that relate to our strategic planning and to provide for the inclusion of Linda, Laurie Beth, John and Jennille pursuant to 1 V.S.A. § 313(a)(3). Passed unanimously. No discussion.
 - Enter: 7:07 PM
 - Exit: 7:21 PM
- MOTION (Ray Pelletier, second Chuck Burt) that the Executive Committee recommend the Governing Board approve compensation for the Officer positions of the Governing Board Chair of \$2,500 per month, the Treasurer of \$1,150 per month and expenses of \$1,200, and the Clerk of \$500 per month. Siobhan handled the voting. Passed unanimously (Jerry Diamantides abstaining). No discussion.
- MOTION (Ray Pelletier, second Siobhan Perricone) that the Executive Committee recommend the Governing Board adopt the CVFiber 2023 Budget dated 22 November 2022. Passed unanimously. No discussion.

Subscription Terms & Conditions

- MOTION (Ray Pelletier, second Siobhan Perricone) that the Executive Committee approve the outline of Subscription Terms and Conditions dated 22 November 2022 (as amended). Passed unanimously. Discussion:
 - Ray asked if we should amend the motion to ask the Governing Board to approve the Terms and Conditions.
 - Chuck said he was uncomfortable with the motion as presented because we don't have official terms and conditions yet. The document being referenced is more a bullet list of the items that will be converted into our Terms and Conditions document. Ray noted that the motion is referencing a specific document. Chuck said that he was still uncomfortable as Terms and Conditions is a very specific type of document, and the document being referenced does not have items that people can be contractually held to. Chuck suggested a friendly amendment of "outline for Terms and Conditions". Accepted as a friendly amendment.

Roundtable

- David Healy noted that he's received a number of emails since we published our rates, but few were about our subscription rates.
- Siobhan noted that the new Orange representative is friendly to CVFiber.
- Linda suggested that we need a list of policies on the website. Siobhan noted that Allen is working on it. David noted that Allen said the Policy Committee cannot be tasked with technical policies. Jennille responded that WCVT has technical policies that we should use as a starting point. There followed additional discussion of policy preparation.

Adjourn

- Adjourned at 7:47 pm.

Respectfully submitted,

Jeremy Matt, Clerk