



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

April 4, 2023

Minutes Short Summary

The approval of minutes from the last meeting was delayed. A motion was passed unanimously to reimburse Jennille Smith for expenses from January 1-March 31, 2023. Lucas Stubbs, the new Operations Manager, is working to ensure there is warehouse space for the materials that have been ordered. The pole inventory has been paused as a cost-savings measure until we sort out our funding situation. Three cabinets have arrived and an additional 3.6 miles of fiber has been strung. The website subscription pages are nearing completion and could be live within the next two weeks. The remaining \$1.9-million of our ARPA grant funds has been requested. The executive committee moved into an executive session to discuss the employment of the Community Relations Manager, but no action resulted.

Present:

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

Absent: Jerry Diamantides (Berlin)

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

Call to order: Siobhan Perricone called the meeting to order at 5:00pm.

Additions to the agenda:

- None

Public comment

- None

Prior Meeting Minutes

- This is delayed to the next meeting.

Bills to Pay

- \$3,144.91 reimbursed to Jennille Smith for January 1-March 31, 2023.
- **MOTION:** (Allen Gilbert, Second Chuck Burt).
Moved the expenses be paid.
Passed unanimously.

Operations Manager Introduction

- Discussion: Lucas Stubbs is on his second day and would like to keep the momentum going. Jennille Smith said that Lucas has already made her life easier. Ray Pelletier asked how many more reels are coming in and if there is warehouse space. Jennille Smith said that there is space, but space is tight so it will be nice when we start stringing more fiber.

Pole Inventory and Contract Update

- Discussion: Ray Pelletier said that we have put the pole inventory on pause as a cost savings measure because we do not need this data for our immediate construction plans. This work will be completed once our funding situation is sorted out. However, that may not be for a while.

Construction and Materials Update

- Discussion: Jennille Smith said we have placed an order with Maple Broadband for some immediate materials needs. This is being shipped from Waitsfield. We are also looking at NRTC and WESCO, who may have stock on hand that Maple could not supply. Last week we put up 3.6 miles of fiber, so we are now close 15 miles total. We finally got three of our 2000 model cabinets yesterday. We also have four additional cabinets available. Siobhan Perricone asked if we can now test. Jennille Smith said we have six friendlies who are willing to test. We're getting close, but we're not quite ready to test yet. Ray Pelletier said we have what we need for Rumney School (Middlesex), Calais and Marshfield. We have put a bid out for our lighting option; bids are due back on April 14th.

Website Update

- Discussion: Jennille Smith said our developer is working on the CrowdFiber subscription pages and a survey to find out what potential customers really need. We are also working on the product descriptions. Chuck Burt showed a sample of the new residential "shop" page. Once a customer selects a base product, then add-ons are visually available. The content has not yet been finalized. David Healy asked when we could expect to see this actually on-line. Chuck Burt said the process could take three days once the content is set, but he expects it will take about a week and a half. Jennille Smith added that we are still finalizing the price of the add-ons.
- Jennille Smith noted that of the friendlies, three want phone service, with two asking to port their numbers. One wanted speeds of 100/100, one wanted 500/500, two wanted one gig and one wanted 2 gigs, with one undecided. These are, however, tech savvy first takers who are more likely to want higher speeds, but it also tells us that our rates are reasonable.

- Chuck Burt showed a publicly available page which customers can see before they put any information in. It is not a “shop” page but a “what is available” page. This page should be ready within a few days.
- Jennille Smith noted that because we have had a lot of interest in TV, we have a draft page to educate our customers on streaming to access TV.

Construction Grant Amendment Update

- Discussion: Ray Pelletier noted that of our Construction grant award, we have gotten \$17.9 million, and we have \$1.9 million remaining; Jerry Diamantides has submitted for these remaining funds. We received questions from the grantor and had a follow-up conference call. At 4:26pm today we got the word that the grantor’s initial questions were satisfied for the formal disbursement request. Ray Pelletier noted that this is the end of the ARPA funds unless we get additional ARPA funds through towns.
- Jeremy Matt asked when the deadline is for the Town ARPA amendments. May 31st is the deadline. Jeremy Matt asked if Jennille Smith has heard from Plainfield, but she has not. Ray Pelletier noted we have closed on Northfield. David Healy said that he thinks Plainfield has recommended funding, but the final decision hasn’t been made. Jeremy Matt will follow up.

Community Relations Manager Update

Discussion:

MOTION (Ray Pelletier, Second Jeremy Matt)

Move that we enter executive session to consider the employment and evaluation of a public officer or employee in accordance with 1 V.S.A. § 313(a)(3).

And that Linda Gravell and Jennille Smith are invited as they have information that is needed regarding the employment of a Community Relations Manager in accordance with 1 V.S.A. § 313(b).

- **Enter executive session: 5:36PM**
- **Exit: 6:01PM**

No action came out of executive session.

Adjourn at 6:02pm

- **Motion to Adjourn:** Siobhan Perricone.

Respectfully submitted,
Jeremy Matt, Clerk