



CVFIBER GOVERNING BOARD MEETING MINUTES

Virtually on MS Teams
April 11, 2023

Minutes Short Summary

- The March 14, 2023 minutes were approved. The new Operations Manager, Lucas Stubbs, introduced himself. Ray Pelletier reviewed the Treasurer's report. Ray Pelletier noted that insurance costs will rise because CVFiber is hiring two additional employees and buying additional materials. Jennille Smith noted the audit is going well and should be complete by the end of May. Lucas Stubbs reported that as of last week, CVFiber has approximately ten miles of fiber and 14 of strand with the expectation that construction will increase to three miles/day from three miles/week. Chuck Burt noted that progress continues on the subscriber pages and the non-subscriber pages of the website, and Linda Gravell solicited the help of volunteer testers. Jennille Smith said that the next marketing steps are both a direct mailing campaign and creating a presence at local town events over the summer to be spearheaded by the newly hired Community Relations Manager. Ray Pelletier noted that at the next meeting, the Board will vote on Chairs and Officers and approve the Committee Chairs elected by each committee. Ray Pelletier said CVFiber will obtain credit cards for specific committee chairs and employees who need them going forward. The Governing Board entered into Executive Session and then approved a motion to hire Maggie Rai Tuck-Sauer as CVFiber's Community Relations Manager. The Governing Board entered into Executive Session to discuss CVFiber's project funding strategy that relate to strategic planning; no action resulted.

Present:

Governing Committee Delegates:

Allen Gilbert (Worcester), Raymond Pelletier (Northfield), Siobhan Perricone (Orange), Henry Amistadi (Duxbury), Jeremy Matt (Plainfield), Linda Gravell (Waterbury), John Morris (Marshfield), Chuck Burt (Moretown), Tom Fisher (East Montpelier), David Lawrence (Middlesex), Michael Gray (Woodbury), R. D. Eno (Cabot), Ted Barnet (Williamstown)

Alternate delegates:

Jeremy Hansen (Berlin – Alternate), Jared Thomas (Calais - Alternate)

Others Present:

Jennille Smith (Executive Director), Lucas Stubbs (Operations Manager), Laurie-Beth Putnam (Treasurer), John Walters (Vice-Chair Communications Committee), ORCA

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

Call to order: Board vice-chair, Siobhan Perricone, called the meeting to order at 6:02 PM

Additions or changes to the agenda

- None

Public comment

- None

Meeting minutes approval

- **MOTION:** (Jeremy Matt, Second Tom Fisher)

To approve the March 14, 2023 meeting minutes as drafted with corrections.

Passed unanimously (R.D. Eno & Michael Gray Abstaining).

Discussion:

- Michael Gray noted that he was absent from the March 14 meeting but was not listed in the “absent” section of the minutes. Jeremy Matt noted that he didn’t intend to have an “absent” section in the Governing Board meeting, as the town representation summary covers this. Jeremy will remove this item from the minutes and will pass this along to Sybil Schlesinger (our note taker).
- Allen Gilbert wanted to confirm that his suggestions had been included. Jeremy responded that they had been included.

Operations Manager Introduction

- Lucas Stubbs introduced himself. Jennille Smith noted that Lucas has already been very helpful even though he’s only been on the job for about a week.

Treasurer’s Report

- Ray Pelletier reported that we have \$7,555,955.46 in bank accounts with assets totaling \$14,033,377.32.

- Jennille Smith noted that licensing fees from our pole attachments will be due. These fees are paid annually and will increase as we attach to more poles.
- Ray Pelletier pointed out that Administration costs will be going up from the current \$64,130.86 because CVFiber has hired two new employees. Preconstruction costs for March Design Services are \$32K, Make Ready Services are \$66K, and Materials \$376K. Calix was paid \$246K, and Power Intel was paid \$107K for materials.

Budget Allocation - Insurance

- Ray Pelletier said that the insurance costs will be increasing. Reasons include additional employees and our increased physical assets. This does not require Board approval.

Audit Update

- Jennille Smith noted that the auditor reported that the audit is going well and that it will likely be completed in about a month.

Construction Grant Update

- Jennille Smith reported that we received an approval from the Public Service Department for \$1.9-million in grant funds from VCBB.

Construction Update

- Lucas Stubbs reported that we have 10 miles of fiber and 14 of strand. We are meeting with Eustis tomorrow. We want to try to reach three miles/day shortly instead of the current three miles/week. One holdup is the Calais OLT, and we are meeting on Friday with all parties involved to have this resolved. We also hope to have the RFPs for the next OLTs by the end of this week.
- Linda Gravell asked if there is an estimate when the OLTs will be lit. Jennille Smith suggested that this could take until the end of the month or beginning of May.

Website Update

- Jennille Smith reported that we are working on the subscriber pages.
- Chuck Burt said that the first element is the actual experience for a customer to subscribe managed by CrowdFiber. It needs work for mobile browsers. We may need to spend more for this work. The second element is the public marketing site, available to the public even if not subscribing. The content is not yet fully approved.
- Linda Gravell noted that CVFiber is looking for testers as soon as the end of the week; testing could take an hour. Anyone with multiple devices would be particularly useful but this would take more time.

Marketing Update

- Jennille Smith said CVFiber is working on a direct mailing campaign with Crawford in three phases. We are hiring a Community Relations Manager. We are also looking at marketing events. The new Community Relations Manager will spearhead both and be liaison with all involved parties.

- Linda Gravell added that a list of summer town events or places where people congregate would be very useful; please email to Linda/Jennille.

Committee Chairs and Officer Election Notice

- Ray Pelletier noted that at the next meeting, the Board will vote on Chairs and Officers and approve the Committee Chairs elected by each committee. Between now and the next Board meeting in May, each Committee must elect a Chair.
- Chuck Burt invited anyone to Chair the Communications Committee.

Credit Card Authority

- Ray Pelletier said this is a notice, not an action item. CVFiber will be getting credit cards for specific people who need them going forward.

Community Relations Manager

- **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 all delegates, alternates, Exec Director, and John Walters 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). Passed unanimously. Discussion:

- R.D. Eno asked if Lucas Stubbs would be included in the next agenda item. Ray said that he'd text Lucas and let him know when to reconnect.
- Enter: 6:37 PM
- Exit: 6:45PM

- **MOTION** (Ray Pelletier second Chuck Burt)

Whereas the Governing Board on 14 February 2023 approved advertising for and filling the position of an Community Relations Manager and authorized the Executive Committee to manage the advertising and hiring process, and make a recommendation of an individual to the Board to fill the position, and

Whereas advertising was accomplished on 22 February 2023, and

Whereas the Working Group reviewed multiple applications, interviewed candidates, performed background and reference checks, and reached a unanimous candidate recommendation, and an agreement as to the terms of employment conditioned upon the Executive Committee's approval and the Governing Board's appointment, and

Whereas the Executive Committee recommends to the Governing Board the candidate recommendation of the Community Relations Manager Working Group and the terms of employment,

It is moved that the Governing Board approve the employment of Maggie Rai Tuck-Sauer as CVFiber's Community Relations Manager in accordance with the Executive Committee's recommended terms of employment, and authorize the Chair to execute the agreement.

Passed unanimously.

No discussion.

Funding Strategy

- **MOTION** (Ray Pelletier second Jeremy Matt) *Move that we enter executive session to discuss records that are confidential pursuant to 1 V.S.A. § 313(a)(6), specifically CVFiber's project funding strategy that relate to our strategic planning and to invite staff and John Walters whose information is needed. 1 V.S.A. § 313(b).*

Passed unanimously.

No discussion.

- Enter: 6:49 PM
- Exit: 7:28 PM

- No action came out of executive session.

The Chair adjourned the meeting at 7:28 pm.

Respectfully Submitted,

Jeremy Matt, Clerk