



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

June 20, 2023

### **Minutes Short Summary**

Approval for the minutes for the May 2 and 16, 2023 meetings was delayed. A working group formed to review the Human Resources Policy and to report back with a document for approval at the next meeting. Information handouts are ready to give to construction crews and delegates, other marketing materials have been ordered, and a television spot will air on WCAX. The Executive Committee reviewed the new Marketing and Dependencies Flowchart. Eustis has signed the Scope of Work to begin on RO1 in the Rumney area, which will keep construction going, with unofficially 41 miles of strand laid, 31 of fiber and 226 residences passed. Current materials bids include the option that the bidder warehouse the materials for up to three months, but additional warehouse space is also available. Recoding efforts are underway to ensure that the invoices, the budget line items, and QuickBooks are all aligned in response to the recent audit. The Executive Committee approved the engagement of Carole Monroe for management consulting services for a period of four months at a cost not to exceed \$15,000.

### **Present:**

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

### **Absent:**

**Others Present:** Jennille Smith (Executive Director), Laurie Beth Putnam (Treasurer), Lucas Stubbs (Operations Manager), and Maggie Tuck-Sauer (Community Relations Manager)

**Call to order:** Jerry Diamantides called the meeting to order at 5:02pm.

### **Additions to the agenda:**

- None

### **Public comment**

- None

## **Prior Meeting Minutes**

- Approval for the May minutes was delayed.

## **Human Resources Policy Discussion**

- Discussion: Allen Gilbert reviewed the twelve-page human resources policy. Section 14, for example, lists the benefits employees are eligible for, including a performance evaluation. CVFiber judges whether the method for employee evaluation is appropriate.
- Jennille Smith said this policy comes from the Vermont League for Cities and Towns and is intended to apply to volunteers, delegates, and employees. Jennille also noted that the policy was revised to be consistent with the policies in place when our current employees were hired. Jennille Smith requested the VLCT for their recommendations for procedures, but have not yet heard back. Working with VCUDA is also an option.
- Allen Gilbert suggested minor grammatical connections and asked if the CVFiber Board should be the entity determining the reasonableness of how evaluations are done.
- Jennille Smith said the language in the hiring agreements says there will be quarterly reviews. She also noted that other CUDs have not done much on this issue. NEK has a rough sexual harassment policy, but nothing on bullying, for example.
- Maggie Tuck-Sauer noted that in her work at past organizations, the job description was the evaluation template, taking into consideration how the job evolved in practice. The person directly responsible for the position evaluated the position.
- Siobhan Perricone noted that the State of Vermont has an employee evaluation tools that is publicly available. She encouraged CVFiber to use these as a model.
- Allen Gilbert suggested a working group look at the policy in more detail with a revision to bring before the next Executive Committee meeting. Siobhan Perricone offered to work with Allen Gilbert to go over the document in more detail.

## **Marketing Update and Outlook**

- Discussion: Maggie Tuck-Sauer said the information handouts have been printed. They will be distributed to the crews and Maggie Tuck-Sauer will provide them to committee members, if requested. Several people are also working diligently on the map for the website. New magnets have been ordered for the sides of vehicles. T-shirts have ordered for event volunteers and work shirts for staff. We are getting ready to launch our blast on social media, including a television spot on WCAX about how difficult the terrain is. We may be getting some of our footage for the State documentary, which will also include an interview with Jennille Smith and Lucas Stubbs.
- Jeremy Matt asked if we could put a link to the WCAX reporting on the website. Maggie Tuck-Sauer said this is easily doable.
- Jerry Diamantides asked what is involved in “doing a blast on social media.” Maggie Tuck-Sauer said that, pending approval by the Communications Committee, we will pay to push CVFiber on Instagram, Facebook, and Front Porch Forum. We may not use Twitter.

## **Marketing Precedents and Dependencies**

- Discussion: Linda Gravel, Lucas Stubbs and Maggie Tuck-Sauer worked together to produce the Dependencies Flowchart. Maggie Tuck-Sauer noted that anything in

construction is in red, marketing is in blue and go live is in black, but the website go live is in green. On the side are efforts that are on going, which also may evolve over time. A main point is how interdependent the team is.

- Jerry Diamantides said that this fulfills his expectations, for example, the flowchart clearly shows what happens leading up to sending out the first post card. Maggie Tuck-Sauer said that the first postcard should go out to where our trucks are. The first postcard explains to ask for folks to sign up on the website for updates, so they interested customers can see the map on the website that explains the process that needs to happen before it's possible to actually have Internet. We also want customers to sign up for information and also for a site survey/service.
- Allen Gilbert asked whether district means RSO1, not town boundaries. Maggie Tuck-Sauer confirmed this is correct. Allen Gilbert said that the Rumney School area is half of Worcester and half of Middlesex, so people in these towns would expect events for them, not a joint event. It will be hard for people to think in terms of construction areas rather than towns. Maggie Tuck-Sauer noted that we do want everyone in each town to come even though not everyone will get service at the same time. We are also not only creating community events, but we will be attending existing community events.
- David Healy said he was ready to make maps that show the towns/districts.
- Ray Pelletier asked what has to happen before the postcards go out. Maggie Tuck-Sauer said that she gets a green light from Lucas Stubbs that the area is going to be under construction, and this triggers sending the first postcard. Ray Pelletier noted that the website has to be live first before postcards go out.
- Chuck Burt said that the steps to make the website available are also captured in the flowchart, and he hopes that the Communications Committee will approve the site to go live at Thursday's meeting.
- Maggie Tuck-Sauer noted that David Healy will be updating the map weekly. Someone will be adding the newly eligible people to the website as well.
- Lucas Stubbs pointed out that Calais is a different situation because construction has already taken place.
- David Healy is willing to update the map on a weekly basis short-term, and he will present a longer-term plan at a future meeting.

### **Construction Update and Outlook**

- Discussion: Jennille Smith said we have Eustis's signature for the SOW for Rumney 01 today, so they will be officially able to start on RS01. The cabinets have been picked up and named "Healy 01" and "Healy 02." Lucas Stubbs has the unofficial miles of 41 miles of strand, 31 of fiber with 226 residences passed.
- Jennille Smith noted the RFP was reopened on Thursday. We have received one intent-to-bid so far. The final bids are due July 10, 2023 and this includes a question and answer period.

### **Materials and Warehousing**

- Discussion: Jennille Smith reported that we had a 400-mile Bill of Materials (BOM) trued up (meaning we compare the materials ordered to the materials that were actually required to complete construction). We have a second 600-mile BOM that we need to get trued up. We need to understand what we will be able to build with the materials we

have on hand and what materials we may be using up faster than anticipated. We did ask our bidders if they have space to hold materials for about three months as part of the bid. We also do have some overflow space in St. Johnsbury. The Town of Cabot may also have space.

- Jerry Diamantides asked if 2,500 footers were being cut, and Jennille Smith answered yes, there has been some cutting and some waste, but attention is being paid to minimize this.
- Jeremy Matt asked if any leftover materials could be used for “dead end” locations. Lucas Stubbs noted that there will unfortunately be waste that cannot be repurposed.

### **Budget Development**

- Discussion: Jerry Diamantides described the recoding effort to ensure that the invoices, the budget line items, and QuickBooks are all aligned. This came up during our audit and this impacts our need to forecast. Going forward our forecasts will be based on this year’s expenditures.

### **Management Consulting Agreement**

- Discussion: We have been relying on Carole Monroe for over a year through a SOW with Valley Net. We have asked Carole Monroe to continue to consult with us directly.
- Jennille Smith described how Carole Monroe spent several months going to all our design team meetings and gleaned from that our strengths and weaknesses to improve our processes and also how to make CVFiber operationally stronger. She has been instrumental leading ECFiber, so her experience is truly valuable.
- **MOTION** (Chuck Burt, Second Jeremy Matt)  
*Move that the Executive Committee approve the engagement of Carole Monroe for the management consulting services for a period of four months at a cost not to exceed \$15,000.*  
Passed unanimously.

### **Adjourn at 6:16pm**

- **Motion to Adjourn:** Jerry Diamantides.

Respectfully submitted,  
Jeremy Matt, Clerk