



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

August 1, 2023

Minutes Short Summary

The Executive Committee approved the June 6, 2023 minutes as drafted. Laurie Beth Putnam and Ray Pelletier will work to provide a preliminary Treasurer's Report to the Governing Board at their next meeting. The Executive Committee unanimously recommended the hiring group's choice of Community Relations Manager candidate and approves the issuance of an offer letter, subject to Governing Board approval, reference and background checks and agreement on terms of employment. Jennille Smith reported that CVFiber is live in CLO1 and 2. Jennille Smith reported that CVFiber is building in five distribution areas with 53 miles of fiber strung. Jennille Smith and Lucas Stubbs reported that they are on top of timely ordering of materials and ensuring these are supplied to the crews in the field. Waitsfield will accept the standard fee for all installations, so they are sharing the risks with CVFiber for the actual installation costs. The delegate participation rule will be discussed at the next Governing Board meeting. As CVFiber is a public entity, all emails from cvfiber.net will include this statement: "Please note this communication and any response will be maintained as a public record and may be subject to disclosure under Vermont Public Records Act."

Present:

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

Absent: David Healey (Calais)

Others Present: Jennille Smith (Executive Director), Laurie Beth Putnam (Treasurer), Linda Gravell (Waterbury), Lucas Stubbs (Operations Manager), David Lawrence (Middlesex)

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

Additions to the agenda:

- Ray Pelletier asked to postpone the discussion of the delegate participation policy.
- Allen Gilbert asked that this discussion be included.

Public comment

- None

Prior Meeting Minutes

- MOTION (Jeremy Matt, Second Linda Gravell)
To approve the June 6, 2024 minutes as drafted.
Passed Unanimously. No discussion.

Treasurer's Report

- Laurie Beth Putnam reported preliminary data, including the detail for the non-specified items. Ray Pelletier will work with Laurie Beth Putnam to get a report ready for the Governing Board meeting next week.

Community Relations Manager Update

- Chuck Burt reported on the process of hiring a community relations manager. The hiring group gave their unanimous decision to the Communications Committee with their recommendation, and the Communications Committee unanimously agreed to forward this selection to the Executive Committee.

MOTION (Chuck Burt, Second Siobhan Perricone)

Whereas CVFiber is in need of a full-time Community Relations Manager to develop and implement a marketing plan and communications strategies with the public including potential subscribers; and

Whereas CVFiber published a job description Community Relations Manager to Indeed and LinkedIn and on the CVFiber website; and

Whereas several applications were received and vetted, and qualified local candidates were reviewed by a hiring group put together by the Executive Director; and

Whereas candidates were telephone screened, and four candidates were ultimately interviewed by the hiring group, and two candidates were chosen as primary and secondary; and

Whereas the Communications Committee passed a motion to approve the top choice candidate subject to Executive Committee and Governing Board approval;

It is moved that the Executive Committee recommend the hiring group's choice of Community Relations Manager candidates and approves the issuance of an offer letter, subject to Governing Board approval, reference and background checks and agreement on terms of employment.

Passed Unanimously. No discussion.

Marketing Update & Outlook

- Jennille Smith reported that CVFiber is live in CLO1 and 2. We have recommendations for a firm with specific individuals in that firm who can assist us in maintaining Crowd Fiber database for the long term, and this could be an expense shared with other CUDs.

David Healey, with support from Linda Gravell, Tom Fisher and Jennille Smith, hosted two events in Calais to answer questions. Jennille Smith thanked David Healey both for the map on the website and hosting the events, and also thanks to Linda Gravell and Chuck Burt for their extra support with website subscriptions.

- Chuck Burt said they are still working on website issues with subscriptions.
- Linda Gravell reported that these changes have been made. She and Chuck Burt will meet to clarify which issues need to be resolved by Crowd Fiber.
- Jerry Diamantides asked if the mapping David Healey is doing could be handed over to a contractor, and Jennille Smith replied that Stone Environmental would be taking this over with David Healey's training.
- Linda Gravell reported that a large number of postcards were returned. Some were printed with only four digit zip codes. Half the rejected postcards were the wrong mailing addresses, as they were service addresses. Calais was the worst.

Construction Update and Outlook

- Jennille Smith reported that CVFiber is building in five distribution areas. All of our crews are back. Crews are also being trained on safety and construction standards. We are working closely with our contractors and managers, and we are picking up the pace. We have 53 miles of fiber strung.
- Regarding lighting our first OLT, Lucas Stubbs said Eustis was on site and he has alerted WEC. The Velco engineer will be splicing tomorrow. We hope Waitsfield to be engaged shortly, and they want about two weeks to finish.
- Linda Gravell noted that it takes a few days to a week to put together a press event, and she suggested that we start working on this once CVFiber is lit.
- Jerry Diamantides asked who would be in charge for the event because the new Communications Relations Manager will not yet be on board.
- Jennille Smith suggested that this would parallel a lot of what was done for the construction launch event, so VCCB helped, and Karen at VCCB has said she would help us get out a press release. Jennille Smith will take the lead for now. Linda Gravell recommended contacting Kathy Hentcy to help. Jennille Smith agreed. The plan is to invite the governor.
- Ray Pelletier said perhaps the date would be Wednesday, September 6th, and the new person should be on board by August 28th.

Materials & Warehousing

- Jennille Smith reported that CVFiber is in close communications with Blue Yonder and NRTC as to what materials are needed for construction. We also have a good working relationship with Graybar, and they have been able to fill our requests relatively quickly. We have also had to place larger long lead orders for next year.
- Lucas Stubbs said that the warehouse is keeping good track of materials and also alerting us to what we will need, so we have been able to stay on top of our needs.
- Jennille Smith noted that someone has asked for our leftover reels for their goat playground. Jennille Smith said she would ask the goat owner to provide photographs for the CVFiber website.

Installs & Drops Discussion

- Jerry Diamantides said he has sent out a number of potential motions to finalize, but a motion may not be necessary. Everyone knows that we use pre-fabricated connections and we use MSTs, which are somewhat unique in that a person's house could be 500 feet from an MST and another person could be using the same MST and be half a mile away so there is a lot of fluctuation in this distance. CVFiber pays a set fee for each installation but the distances vary tremendously. Waitsfield will accept the standard fee for all installations, so they are sharing the potential expense with us for the actual installation. The customer will only be responsible for the distance from the drop pole, not necessarily the MST. This brings the cost to the customer down substantially. Using this alternate method of calculating cost to the customer, of our current 30 customers only two will have drops longer than the standard 400ft limit (and therefore will be asked to pay costs in addition to the standard \$99 install fee). We still need to know how far these customers are from the MST so we can share costs with Waitsfield. This is all good news and will substantially reduce the average installation cost for our customers. However, the drop pole location is not always obvious so actual installation cost can only be determined after an engineering survey. It is important to note that there is no commitment required in order to have an installation survey completed. We are also offering a no-interest term payments to help people pay for installation. CVFiber has always intended to bring the cost to the customer down as much as possible.
- Linda Gravell noted that at the two workshops at Calais, this issue had the most questions. Jerry Diamantides said that first, most customers will pay the standard fee and second; subscribers need to have a site survey to determine the final costs; third, customers do not commit until they know the final costs, and finally, no interest term payments are available. CVFiber has the intent to keep costs low and accessible.
- Allen Gilbert emphasized that only an engineer can positively determine the "drop pole."
- Siobhan Perricone said that this is the same as when she got electricity; there was no exact price until an engineer came.
- Lucas Stubbs, Waitsfield, and Jerry Diamantides agreed that it is not possible to define the "drop pole." Linda Gravell said that at the events, she emphasized that there would be no charge for the site survey, and this satisfied potential customer questions.
- Allen Gilbert noted that misleading information on the website has caused some problems. He asked that accurate information be on the website.
- Chuck Burt asked if it would be fair to say through the very generous offer from Waitsfield is offering, the information on the website will be accurate for 98-99% of customers. Lucas Stubbs agreed this would be accurate.
- Linda Gravell emphasized that the messaging has to be easy to understand: the survey will give subscribers the accurate costs.

Delegate Participation Policy

- Jerry Diamantides said that he did not think this issue would be resolved this evening as there is disagreement about what happened at the Policy Committee meeting.
- Allen Gilbert said this should not be confused with the Personnel Policy. This issue hasn't been discussed since October 13, 2022. At that time, the reviewed and revised document was not put on the Board's agenda. Allen Gilbert suggested that this policy should now go to the Board, and at the meeting, the changes that Ray Pelletier would like

be discussed and incorporated. Jerry Diamantides agreed to send the document with Ray Pelletier's changes to the Governing Board.

Public Records Notification

- Jennille Smith said that because CVFiber is a public entity, we are subject to the Vermont public records act, which means that anything that is done in furtherance of the organization on our email address is subject to disclosure. So if someone were to request a chain of communication from a cvfiber.net email address is subject to disclosure. This could be on the front page of any news of record. Therefore, we do want to alert those who receive these email that this could be public record: Email statement: "Please note this communication and any response will be maintained as a public record and may be subject to disclosure under Vermont Public Records Act."
- Chuck Burt noted that Microsoft can automatically add this statement to every email. Jennille Smith said she would follow up on this as well as on the suggestion from Lucas Stubbs that CVFiber have a standard signature.

Adjourn at 6:29pm

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

Respectfully submitted,
Jeremy Matt, Clerk