



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

November 21, 2023

Minutes Short Summary

The Executive Committee unanimously approved the November 7, 2023 meeting minutes. David Mannix reported that the Finance Committee is working on the 2024 Budget, as well as a financial model with NRTC. Jennille Smith reported CVFiber has a total of 159 miles of fiber and 1,223 passes. Jennille Smith reported that in the first quarter, CVFiber's warehouse will only be open two days/week and we hope to have a revised contract to the Governing Board in December. Jennille Smith reported CVFiber now has 40 live customers with positive feedback. Olivia Kantyka shared additional data from the first customer surveys, which were mostly positive. Jerry Diamantides noted there will be a Finance Committee meeting on November 30th to make a recommendation which will go to the Executive Committee and then to the Governing Board. Jennille Smith reported that CVFiber is in the process of screening a qualified candidate, as well as a scope of work from an auditing firm, so we have a couple of options to date.

Executive Committee Members:

Present:

Allen Gilbert (Worcester), David Healey (Calais), Chuck Burt (Moretown), Jeremy Matt (Plainfield), Siobhan Perricone (Orange), Jerry Diamantides (Berlin)

Voting Alternates: David Mannix (Vice Chair, Finance Committee; Marshfield Alternate)

Others Present: Jennille Smith (Executive Director), Linda Gravell (Waterbury), Olivia Kantyka (Community Relations Manager), Laurie Beth Putnam (Treasurer), John Russell (Worcester Alternate), Sybil Schlesinger (Note taker; Moretown Alternate)

Call to order: Jerry Diamantides called the meeting to order at 5:01pm.

Additions to the agenda:

- None

Public comment

- None

Prior Meeting Minutes

- Motion (Jeremy Matt, second Siobhan Perricone)
To approve the November 7, 2023 Executive Committee meeting minutes as drafted with minor additions provided by Allen Gilbert.
Passed unanimously. No discussion.

Treasurer's Report

- David Mannix reported that the Finance Committee is working on the 2024 Budget, as well as a financial model with NRTC.
- Jerry Diamantides and Jennille Smith met with VCCB today and asked for a grant amendment to obtain the full allocation without having completed all DAs listed in the grant application. On December 11th, CVFiber will be on the agenda in Executive Session with VCBB to discuss how we will fund construction in 2024. We will receive in writing in advance what is needed for this meeting.
- Laurie Beth Putnam reported that she has not gotten the October reconciled bank statement. She will follow up.

Construction Update & Outlook

- Jennille Smith reported CVFiber has a total of 159 miles of fiber and 1,223 addresses from NRTC as of the end of last week. Last week, we put in 11.4 miles, and there are eight crews working in the field.
- Jennille Smith also reported that there was a fire on a pole in Worcester Village. CVFiber's fiber was not damaged as far as the fire department could tell. Allen Gilbert noted that this is the second fire and the cause is under investigation. Lucas Stubbs pointed out that it is almost impossible for fiber to cause fire.
- Jeremy Matt asked what CVFiber's insurance covers, current costs or replacement costs. Jennille Smith said she will talk to the insurance agent to have this clarified.

Materials & Warehousing

- Jennille Smith reported that in the first quarter, CVFiber's warehouse will only be open two days/week and we hope to have a revised contract to the Governing Board in December. Lucas Stubbs has been handling orders directly with the warehouse. We have continued winterizing with lights, snow removal and extra gravel, with all trash removed.

Operations Update & Outlook

- Jennille Smith reported CVFiber now has 40 live customers with positive feedback. The dashboard Linda Gravell created is excellent.
- Olivia Kantyka reviewed the matrix that Linda Gravell put together. Week by week we are assessing the number of installations completed and the number of crews based on DAs. We are working on a 2023 update for all pre-registered potential customers.
- Linda Gravell said that we want to keep track on a weekly basis to gauge the speed of progress. Her chart showed miles/week and then consolidated to miles/month. We want this information to be able to make more accurate timelines for potential customers.

- There followed additional discussion of subscribers, subscription take rates, and what data CVFiber needs to collect in order to track our progress as compared to our projections in our business plan.

Marketing Update & Outlook

- Olivia Kantyka shared additional data from the first customer surveys. Out of 31 customers, 17 responded. She reviewed the responses, which were mostly positive, for example 16 responded that CVFiber is better than competitors with one saying there are no other competitors.
- There followed additional discussion regarding the questions included in the survey and details of the survey results.
- Jerry Diamantides asked if any of the survey results are confidential and how this data should be classified. Olivia Kantyka said she has not been trained on the rules concerning the separation between confidential and public. Jennille Smith noted two levels of privacy; the first is location of customer. We can use this information internally, but we cannot sell it. The second level that all CUDs have agreed not to have access to is network information, for example, the length of a customer's phone calls. Waitsfield has this training and information.
- There followed additional discussion regarding privacy as it relates to the survey results and whether the survey results would be considered public records under Vermont's open meeting laws.
- Olivia Kantyka noted we have also been getting a lot of conduit questions, so we are going to have a conduit box so a person with technical expertise handles these questions.
- Olivia Kantyka reported that CVFiber had an event in the lobby between The Local and the Red Hen in Middlesex. All passersby who expressed interest were pre-registered. Three local businesses also agreed to display our materials.
- Olivia Kantyka and Chuck Burt attended the Moretown Select Board meeting to give an update. Chuck Burt noted that the Moretown Select Board understands that funding is an issue, and they want CVFiber to return in January for an update. Karen Horn, a former member of the Vermont League of Cities and Towns, said she was available to assist CVFiber.
- Linda Gravell reported that she is hoping to meet with Karen Horn.

Finance Update

- David Mannix provided the Finance Update during the Treasurer's Report section of the meeting.

2024 Budget Update

- Jerry Diamantides noted there will be a Finance Committee meeting on November 30th to make a recommendation that will go to the Executive Committee and then to the Governing Board. Towns need to have the opportunity to comment and for CVFiber to respond. We are also using current experience to modify the budget.
- Linda Gravell noted that she hoped her spreadsheets would be useful to the budget process.

Finance Manager Update

- Jennille Smith reported that CVFiber is in the process of screening a qualified candidate, as well as a scope of work from an auditing firm, so we have a couple of options to date.

Adjourn at 6:07pm

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

Respectfully submitted,
Jeremy Matt, Clerk