



## **CVFIBER OPERATIONS AND PLANNING COMMITTEE MEETING MINUTES**

Virtually on MS Teams

February 8, 2024

### **Minutes Short Summary**

The Operations and Planning Committee approved the minutes for the December 14, 2023 and January 11, 2024 meetings. Jennille Smith reported that there is only a half-mile of runway open for construction. She also reported that CVFiber celebrated our 100<sup>th</sup> subscriber. Tom Fisher pointed out that CVFiber has had a higher than anticipated take rate with customers signing up for more expensive packages than predicted. CVFiber is drafting the email to inform Hardwick Electric of the intention to file notice with the Public Service. CVFiber will cover the costs of the ASP subsidy for six months the five subscribers who qualified since this federal program is terminating and it is not yet known if it will be continued. The Operations and Planning Committee unanimously agreed to enter Executive Session and no action resulted. David Healy suggested proactively preparing for the BEAD challenge process as once the process is announced, CUDs only have two weeks to document challenges.

### **Present:**

**Planning and Development Committee Delegates:** David Healy (Calais, Chair), Jeremy Matt (Plainfield), Henry Amistadi (Duxbury), Christopher Shenk (Alternate Waterbury), and Tom Fisher (East Montpelier)

### **Absent:**

**Others Present:** Jennille Smith (Executive Director)

**Call to order:** David Healy called the meeting to order at 5:32pm.

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

- David Healy noted that Christopher Shenk is the Vice Chair and may be willing to step up as Chair when David Healy steps down in May.

### **Public comment**

- None.

### **Prior Meeting Minutes**

- MOTION (Jeremy Matt, Second Tom Fisher)

*Move to approve the minutes of the December 14, 2023 and January 11, 2024 meetings as drafted.*

Passed unanimously.

### Updates

- **Customer Sign-ups/Installation Progress:** David Healy reported that the sign ups have slowed because only two distribution areas are open. There is a 47% take rate in CL01 and approximately 30% in CL02. We have completed 105 installations out of approximately 180. Jennille Smith noted that there are now two new drop crews, we are discussing moving construction crews to drops, and have also vetted a potential new contractor. We are actively trying to improve the drop rate. We have celebrated our 100<sup>th</sup> customer. David Healy noted that RS01 and RS02 are now open and installations could take place, but potential customers have not been informed because of the current significant lag time. Tom Fisher pointed out that both the higher take rate and customers opting for the higher end plans are positives.
- **Construction Progress/Crew Counts:** Jennille Smith reported reduced crew counts because we only have a half-mile of runway left in CL03. She also reported that she took the next steps to challenge Hardwick's violation of 3.700. We have reached out to the department directly and have drafted the required email that we intend to file with the Public Service.
- **Made Ready Progress/Permit Status in CL03, MA01, 02, 03:** David Healy noted the above problem with Hardwick, but CVFiber has good pole licensing from WEK.

### WCVT Operations Update

- David Healey said that Roger from WCVT was unable to attend this evening's meeting. WCVT has been asked to report on approximately ten items monthly, but we have not yet seen a complete report for January.
- Jennille Smith noted that there are five ACP subscribers, and we have given them notice that the program will be dissolved, but CVFiber will continue to provide the subsidy for six months. The sister CUDs are also stepping up for six months. We do not know if this federal program will be continued.

### 2024 Planning

- MOTION (David Healy, Second Tom Fisher)  
*Move that we enter Executive Session due to premature general public knowledge would put CVFiber at a substantial disadvantage under IVSA 313 (a).*  
Passed unanimously.

**Entered Executive Session: 5:46pm**

**Exited Executive Session: 6:21pm**

**No action came out of Executive Committee.**

### BEAD Funding and Application: Challenge Process

- David Healy noted that we have two weeks once to respond once the Challenge Process is announced. David Healy would like the criteria for review sent to all the towns now so they are prepared. All the challenges have to be put in a single spreadsheet and sent to the VCCB with the reason for each challenge. Any challenged site has two weeks to respond to our challenge. David Healy would like to be proactive, so he plans to generate and print the criteria. Henry Amistadi noted that there are multiple tiers; first the generation of the spreadsheets to empower the delegates to walk the towns and gather the data, and then the data has to be compiled. Now we need to be proactive so we are already prepared when the challenge process is announced.
- Jennille Smith said one approach is to narrow the scope to the most difficult locations to make the process more manageable. David Healy said that a shared explanatory spreadsheet would also be helpful to streamline the process.
- Jeremy Matt agreed that starting now is a good idea, but he would not know how to identify whether a pole is fiber or cable. Jeremy Matt also asked if there is any reason why we cannot start now to compile this data. Jennille Smith reported that this came up at the last VCUDA meeting and we do not yet have a good process, but David Healy's suggestion is good. David Healy said that NEK noted that Comcast has submitted its locations accurately by address, but Spectrum Charter's information is not accurate. When CCI says they are providing copper, this is not accurate.
- Tom Fisher said even a general heads up is a good idea and he suggested bringing this up at the Governing Board meeting.
- Henry Amistadi offered to do the pole inventories for his town.

**Adjourned at 6:30pm.**

Respectfully submitted,  
Jeremy Matt, Clerk