



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

May 7, 2024

Minutes Short Summary

At this time, municipalities are not required to sign up for the CVFiber commercial rate. The Executive Committee approved meeting minutes for the April 11, April 16, and April 30, 2024 meetings. Jennille Smith confirmed that construction will be complete by the end of June and also NEK will be in place managing the warehouse by May 20, 2024. CVFiber now has 256 customers. CVFiber will hopefully celebrate the enrollment of 300 customers at the Worcester Town Hall on Saturday, June 22nd beginning with a continental breakfast at 10am, followed by a celebration of our current and retiring delegates, and a Q&A for Worcester and nearby town residents. David Mannix reported that the April numbers will be available at the May Finance Committee meeting. Siobhan Perricone reminded delegates that the May 14th Governing Board meeting requires the election of Board Officers and Committee Chairs and Vice Chairs. Siobhan Perricone reported that CVFiber is working with NEK on the preliminary proposal with multiple moving parts.

Executive Committee Members:

Present:

Chuck Burt (Moretown), Jeremy Matt (Plainfield), Siobhan Perricone (Chair, Orange), David Mannix (Marshfield), and Tom Fisher (East Montpelier).

Absent: David Healey (Calais), Allen Gilbert (Worcester)

Others Present: Jennille Smith (Executive Director), Olivia Kantyka (Community Relations Manager), Laurie Beth Putnam (Treasurer), David Lawrence (Middlesex), John Russell (Worcester), John Reid (Woodbury), Sybil Schlesinger (Note taker; Moretown Alternate), and Michael Reed (Consultant, NEK/CVFiber)

Call to order: Siobhan Perricone called the meeting to order at 5:03pm.

Additions to the agenda:

- None.

Public comment

- David Lawrence asked if municipalities must sign up at the business rate. Jennille Smith said that Waitsfield requires that phone service must be commercial for businesses, but not internet at this time. Jennille Smith will confirm this with Waitsfield.

Prior Meeting Minutes

- MOTION (Jeremy Matt, Second Tom Fisher)
Move to approve the minutes for the April 11, April 16 and April 30, 2024 Executive Committee meetings as drafted.
Passed unanimously.

Construction, Materials and Warehousing Update & Outlook

- Jennille Smith reported that construction is almost complete and should be complete by June, including all network testing. Warehouse management is turning over to NEK on May 20th. The focus will be on completing the audit under NEK.

Operations Update & Outlook

- Jennille Smith reported that CVFiber has 256 customers. Olivia Kantyka noted that 31 installations are in the queue for the rest of this week and next week. Some potential customers have not yet signed up because of the expense for conduit.

Marketing Update & Outlook

- Olivia Kantyka reported that the June 22nd Worcester Town Hall event will begin at 10am for breakfast, and then to celebrate all of CVFiber's achievements to date as well as our departing delegates, and for a community Q&A. The latest engagement survey has garnered 30 responses so far. We have found that expense is preventing some potential customers from signing up.
- Olivia Kantyka met with Waitsfield to discuss communications from sign up to installation. We wanted to affix milestones to trigger communication. Unfortunately, these do not line up to trigger automated emails. Waitsfield has offered that their customer service personnel will contact each customer after the site visit to let them know what the next steps are.
- Post-installation there is an automated email that goes out with tips and direction to the CVFiber Q&A page, and four weeks later a survey goes out. Tom Fisher reported that he appreciated the email that went out.

Finance Update & Outlook

- Jennille Smith reported that work is being done on modeling for the BEAD grant if CVFiber applies alone. Last month's numbers are available in the staff report. CVFiber is in line with the budget projections, and we are not going to do any additional construction at this time.
- David Mannix reported that the April results will be prepared for the next Finance Committee meeting. We are also doing due diligence with NEK.

Reminder about board and Committee Elections

- Siobhan Perricone noted that next Tuesday is the annual Governing Board meeting to elect officers, as well as Committee Chairs and Vice Chairs.

Preliminary Proposal Status

- Siobhan Perricone reported that CVFiber is working with NEK on the preliminary proposal with multiple moving parts. She invites all to give their input.
- Jeremy Matt asked about creating a phone directory of officers for CVFiber. Jennille Smith noted that she had to provide a list of delegates with Chairs and Vice Chairs emails for the auditors. Jeremy Matt asked if Committee Chairs could have access to this information. Jennille Smith said she would make this available internally. Jennille Smith will include a place to add phone numbers for those willing.
- Olivia Kantyka noted that the bill allowing CUDs to merge was signed yesterday evening. She has developed talking points about the potential merger, and she asks that people who have questions be referred to her.
- Jeremy Matt asked if there is a plan to do town outreach. Jennille Smith said that this has been discussed and at this point, no press release is planned. This could change as we move forward.
- Olivia Kantyka noted the bill requires a specific timeline for public notices.
- Siobhan Perricone added that the bill changes and refines some CUD rules. She encourages reading through the bill.

Adjourn at 5:33pm

- **Motion to Adjourn:** Siobhan Perricone.

Respectfully submitted,
Jeremy Matt, Clerk