

# Vermont Community Broadband Board Meeting Monday, February 13<sup>th</sup>, 2023, 12:00pm – 3:30pm

## Approved Minutes

### I. Meeting Call to Order, Roll Call, & Approval of Agenda

Patty Richards called the meeting to order at 12:05 and completed roll call.

- Patty Richards, Chair (Remote)
- Laura Sibilila Joined at 12:14 (Remote)
- Brian Otley (Remote)
- Holly Groschner (Remote)
- Dan Nelson – Joined at 12:30 (Remote)
- Christine Hallquist - Staff (Remote)
- Robert Fish – Staff (Remote)
- Alissa Matthews – Staff (Remote)
- Herryn Herzog – Staff (Remote)
- Lucy Rogers – Staff (Remote)
- Tracy Collier - Staff (Remote)
- Kristin Brynga – PSD Staff (Remote)

Patty Richards made a motion to approve the agenda with a suggested change of moving (VI) budget report to (III). to make sure all board members were present for (III General Counsel Interview). The motion was seconded by Holly Groschner. The updated agenda was unanimously approved.

### II. Approval of January 9<sup>th</sup> Meeting Minutes

The Board discussed the January 9, 2023, draft Board Meeting minutes. Patty Richards made a motion to approve the minutes, seconded by Brian Otley. Holly Groschner shared that the wrong statute was quoted regarding the reason to enter executive session and recommended that they be updated to A3 to discuss personnel matters. The motion passed unanimously.

### III. Confidential General Counsel Board Interview (Executive Session - 1 VSA section 313 A3 - *discuss personnel matters*)

Patty Richards made a motion to enter executive session for personnel matters including Christine Hallquist and Rob Fish. Holly seconded the motion, and the motion passed unanimously. The board returned from executive session at 1:17 pm. No action was taken.

### IV. Chittenden County CUD Pre-Construction Application Presentation & Review

Patty Richards disclosed that she sits on the select board for Underhill, a town included in the proposal and will recuse herself from the vote. Erik Wells and Ann Janda presented a pre-construction proposal to include hiring an executive director and other pre-construction needs. The CUD currently includes eight member towns including Westford and Underhill. Laura Sibilila called attention to ACT 71 and the requirement of a universal service plan and mentioned that it will be important to consider accountability when selecting internet service providers. Holly Groschner moved to approve the pre-construction grant request of \$300,000.00 for the Chittenden County CUD. Dan Nelson seconded. Patty Richards abstained from the vote. The motion was approved by four votes.

### V. NBRC Capacity Grant – Next Steps - *Rob Fish & Rob Vietzke*

Rob Fish shared that the NBRC approved the amendments submitted by the VCBB team. Rob Vietzke shared that the priorities outlined in the amendments are VCUDA/CUD priorities. Holly Groschner asked for clarity regarding the current Public Outreach position (Herryn Herzog). Rob Fish and Christine Hallquist explained that the current position is temporary and limited in hours, pay, and scope. Holly Groschner suggested that hiring a firm to do this work might be more cost effective. Laura questioned where the technical assistance for CUDs will be located? Rob Fish shared that this work will be done both at VCBB and VCUDA. Rob Vietzke shared that this funding will allow the CUDs to align and produce a product that will align the CUDs and show universal growth. Laura asked about the remaining funds (\$820,000.00) and if the board will be kept informed. Christine assured the board that the team will come back to the board on this. Patty made the motion to use the \$2.5 million to support the work of the CUDs. It was seconded by Laura Sibilia. Holly Groschner opposed the motion. The motion was approved with a vote of four. \*For future votes the board requested that the staff provide the language.

**VI. VCBB Budget Report Format and Review – Tracy Collier**

Tracy Collier presented the draft budget report and requested feedback on the format. The Board suggested changes and acknowledged that the report would be iterative until it meets the needs of the Board. There was discussion around the current state and the need for supporting communications union districts with budgets monitoring and performance indicators.

**VII. VCUDA Update – Rob Vietzke**

Rob Vietzke reported that VCUDA has established working groups. The Make-Ready and Financial work group have met twice since the last board meeting. Process mapping is moving forward. The cost of pole and pole replacement is increasing as much as 30% over the last year. Poles that have been in service for 40 years or more are being discussed. Asking questions such as, is it possible to replace fewer poles? The financial working group is looking at inventory and coordination of the financial systems and compliance tools used. The BEAD program is being analyzed to build foundational knowledge and VCUDA will return to VCBB to align the efforts and budget. Legislative day on January 31, 2023, was successful, thanks to Laura Sibilia and team. Laura Sibilia questioned the 40-year poles and the discussions that are taking place with utilities and if there is engagement by the department. Rob Vietzke shared that this is not in the works currently, but collaboration is expected. Holly Groschner asked if the protocol for replacement poles is being followed and is the grant covering some costs? Rob Vietzke assured the board that they are committed to getting this right as early in the process as possible.

**VIII. Staff Updates**

- General VCBB Updates – *Rob Fish*
  - Weekly reports have been provided to the Board.
  - Staff attended a meeting in DC regarding Broadband, Equity, Access, & Deployment (BEAD) and the Digital Equity (DE) planning Grant. They had the opportunity to meet with congressional staff.
- CUD Progress Updates – *Lucy Rogers*
  - Chittenden pre-construction grant was approved in this meeting.
  - Otter creek and Northwest have construction grants in process and hope to have them ready for the April board meeting.
  - Lamoille is working on a pre-construction grant.
- Dashboard Review – *Alissa Matthews*
  - The dashboard has been updated with the pre-construction grants awarded in January.
  - There is a new map on the dashboard illustrating the school district data.
  - The maps are available on the hub link shared previously with the board.
- Communications & Media – *Herryn Herzog*

- “VCBB in the News” has been added to the VCBB website.
- FCC maps and challenge deadline are the top news items.
- The Vermont CUD models also received some press.
- Briefings were presented to the legislative committees.

Holly Groschner requested that a BEAD report be included in staff updates. Christine Hallquist shared that the team is hoping to have a full presentation for the board next meeting. Laura Sibilis asked that VCUDA be included in this presentation.

**IX. Public Comment**

- No public comment.

**X. Parking Lot – Christine Hallquist**

Christine Hallquist reviewed the parking lot items noting that to establish policy to address enforceability of the partners of the CUDs is an on-going effort. Budget updates have been added to the board meeting agenda and will be on-going. Two items were added to the parking lot, including an update on Southern Vermont construction plans regarding Bennington County and BEAD/DE presentation for the next Board meeting.

Affordability will be added to the next Board meeting as a discussion.

**XI. Confirm Next Regular Meeting 3/13 & Motion to Adjourn**

There was discussion about availability to attend the next Board meeting. All agreed the 3/13 meeting will work. Patty made the motion to adjourn, and the motion was approved. 2:20 meeting adjourned.

Press inquiries; please contact Christine Hallquist, [christine.hallquist@vermont.gov](mailto:christine.hallquist@vermont.gov), 802-636-7853