



Vermont Community Broadband Board Meeting
Monday, June 10, 2024, 12:00pm – 4:00pm
AGENDA

Meeting is being held at 112 State Street, Montpelier, VT 05620
Giga Conference Room

[Click here to join the meeting virtually](#)

Join by Phone; [+1 802-828-7667,570823769#](tel:+18028287667570823769)

Note: there may be additional executive sessions as needed.

1.	12:00	Call Meeting to Order, Roll Call, Approval of Agenda
2.	12:05	Introductions
3.	12:15	Minutes Approval – 4/29/24 and 5/13/24
4.	12:25	Public Comment
5.	12:40	Match Proposal – <i>Rob Fish</i>
6.	1:10	Affordability Policy
7.	1:40	NEK/CV Status - <i>Potential Executive Session pursuant to 1 V.S.A. s. 313 (a)(1)(A), which protects information concerning contracts where premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage. – Alexei Monsarrat</i>
8.	2:10	2024 Budget Update – <i>Kristina Sweet and Thomas Malinowski</i>
9.	2:30	2025 Budget - <i>Kristina Sweet and Thomas Malinowski</i>
10.	3:00	ARPA Grant Fund Availability Update – 20 min – <i>Kristina Sweet</i>
11.	3:20	VCUDA (Act 71 related) Update
12.	3:30	Public Comment
13.	3:40	Parking Lot
14.	3:45	Board Review - Executive session - <i>1 V.S.A. s.313(a)(3) (3), authorizing a public body to hold an executive session to consider personnel matters.</i>

Press inquiries: please contact Herryyn Herzog, herryyn.herzog@vermont.gov

**Vermont Community Broadband Board Meeting
Special Meeting
Monday, April 29, 2024, 11:00am to 1:00pm
Meeting Minutes**

I. Meeting Call to Order, Roll Call, and Approval of Agenda

Patty Richards called the meeting to order at 11:04am and completed roll call:

- Patty Richards (Remote)
- Laura Sibilgia (Remote)
- Brian Otley (Remote)
- Holly Groschner (Remote - joined at 11:07)
- Dan Nelson (Remote – joined at 11:07 and left at 1:02)
- Christine Hallquist - Staff (Remote)
- Rob Fish – Staff (Remote)
- Toni Clithero – Staff (Remote)
- Herry Herzog – Staff (Remote)
- Alexei Monsarrat – Staff (Remote)
- Teles Fremin, CTC Engineering Advisor - (Remote)

Ms. Richards made a motion to approve the agenda. Mr. Otley seconded. Ms. Hallquist made a clarification that since the time the Board Packet was sent, Northwest Fiberworx has found new financial opportunities and would like to go into executive session to provide the Board the information about the grant application but would like to put off approval until the May 13 meeting. Ms. Richards also clarified that they were not going to take action on the Affordability Policy in this meeting because there were revisions to the version in the Board Packet. The agenda was approved unanimously.

II. Public Comment

None.

III. February 12, 2024, Board Meeting Template and Minutes Approval

Ms. Richards made a motion to approve the February 12, 2024, meeting minutes. Ms. Groschner seconded it. Ms. Groschner said she has no problem with the format but does have a problem with it being eight weeks since they've approved minutes because there are a lot of items in the minutes that require follow-up, so she would like to keep the minutes current. Ms. Groschner noted a duplication of sentences in the 2/12 minutes/typo that

should be fixed. She also thinks people should not be referred to by first names in the minutes. She also said there are a number of things in these minutes that should be added to the parking lot. Ms. Richards added that she would like to have the minutes reflect the time Board members arrive and what time they leave if they leave early, so it shows which Board members took part in which items.

Mr. Nelson suggested circulating the minutes the week after the meetings to give members the opportunity to review, comment, and make corrections before the next meeting.

Ms. Richards' motion passed unanimously.

IV. Northwest FiberworX Grant Application

Ms. Groschner commented that she forgot to add that she would like to see the statutory basis for all executive sessions noted in the minutes.

Mr. Monsarrat reiterated that they would be hearing a briefing from Northwest on their current plan on how to structure their grant with new information about a new opportunity for them. They are not seeking action from the Board at this meeting but plan to at the next meeting. They would like to go into executive session to discuss it under 1 V.S.A. s. 313 (a)(1)(A), which protects information concerning contracts where premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage.

Ms. Groschner made a motion to go into executive session, and Ms. Richards seconded it. They approved it unanimously.

Howard Weiss-Tisman from Vermont Public made a comment that he would like to hear as much discussion on this topic and with regard to DVFiber in public session as possible, as opposed to executive session. Ms. Richards explained the protocol for when they go into executive session and noted they stay in public session as much as possible. The executive session included all Board Members; Mary Kay Raymond, Brad Lewis, and Zachary Burdick from Northwest; Matt Brown, Fletcher Kitrech, Pablo Parola, Jane Devou, and Tom Cecere from GWI; and Christine Hallquist, Rob Fish, and Alexei Monsarrat from VCBB. They went into executive session at about 11:19 and returned at about 11:56. No action was taken.

Ms. Groschner commented that everyone attending the meeting (virtually) should list themselves with their first and last names, but then said that only applies to the people who go into executive session. Ms. Richards reiterated

they went into executive session under the statue because they were discussing contractual matters that could put Northwest at a competitive disadvantage if it were discussed in open session.

V. DVFiber Grant Amendment

Ms. Richards asked Ms. Hallquist to address a comment that was made by Howard Weiss-Tisman that Ms. Richards said was in error. When Mr. Weiss-Tisman commented that he hopes the Board will do as much work in open session as possible, he also stated that the financial analysis included in the Board Packet states that DVFiber's business plan is not viable. Ms. Hallquist said that they always understood that this is a competitive environment, and over time some other companies would come in and cherry pick some of the best areas. DVFiber has a change in its business plan due to other providers coming in and picking up significant parts of their original business plan, which changed their business plan. They are not failing, they have adjusted to the changes that have occurred in their areas, and they have put together a very solid business plan moving forward. They have a request to change the grant conditions with a specific goal of creating a very solid and successful business plan with the changes.

Ms. Richards called for questions on anything that should be public and said they will go into executive session to discuss contractual matters. Gabrielle Ciuffreda, DVFiber Executive Director, requested that they go into executive session. Ms. Richards made a motion that they go into executive session under 1 V.S.A. s. 313 (a)(1)(A), which protects information concerning contracts where premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage. Mr. Nelson seconded. Board Members approved it unanimously.

Ms. Groschner stated she believed they were going to be addressing amendments to an ARPA grant, and asked if the potential funding partners should be included in the executive session. She asked Ms. Ciuffreda to be judicious in who she includes in the executive session, to only include people who are pertinent to contractual matters. Ms. Ciuffreda confirmed she is. They went into executive session at about 12:07 and returned at 1:03. Executive session included all Board Members; Ms. Hallquist, Mr. Fish, and Mr. Monsarrat from VCBB; Ms. Ciuffreda, Ann Manwaring, and Steven John from DVFiber; Matt Brown, Fletcher Kitrech, Pablo Parola, Jane Devou, and Tom Cecere from GWI; Alex Rozek and Elly Vaughan from MacMountain; and Chris Perlitz from Municipal Capital Markets. No action was taken in executive session. Mr. Nelson left the meeting at 1:02.

Ms. Richards decided to move agenda item six Maple Broadband/WCVT Subrecipient Grant Application to the May meeting.

VI. VCUDA Update

Mr. Vietzke said they have a lot going on but that they could wait until the next meeting to give an update since they were out of time in the meeting.

VII. Public Comment – none

VIII. Board Review – Executive Session

Ms. Richards made a motion to move into executive session to discuss personnel matters under 1 V.S.A. s.313(a)(3) (3), authorizing a public body to hold an executive session to consider personnel matters. She requested that Ms. Hallquist and Ms. Clithero join Board Members. Ms. Groschner seconded. It was approved unanimously (Mr. Nelson was not present).

Action Items-none

DRAFT

Vermont Community Broadband Board Meeting
Monday, May 13, 2024, 12:00pm to 4:00pm
Meeting Minutes

I. Meeting Call to Order, Roll Call, and Approval of Agenda

Patty Richards called the meeting to order at 12:03pm and completed roll call:

- Patty Richards (Remote)
- Laura Sibia (Remote – left the meeting at 2:44)
- Brian Otley (Remote)
- Holly Groschner (Not Present)
- Dan Nelson (Remote)
- Christine Hallquist - Staff (Remote)
- Rob Fish – Staff (Remote-joined briefly around 2:45)
- Toni Clithero – Staff (Remote)
- Heryn Herzog – Staff (Remote)
- Alexei Monsarrat – Staff (Remote)
- Kristina Sweet – Staff (Remote)
- Lucie Fortier – Staff (Remote)
- Alissa Matthews – Staff (Remote)
- Tom Malinowski – Staff (Remote)
- Clay Purvis – NTIA Federal Program Officer

Ms. Richards noted that the next meeting, June 10, will be in person, but still accessible virtually. The location is TBD. She also reminded everyone that the standing meeting is the second Monday of every month. Ms. Richards made a motion to approve the agenda. Mr. Nelson seconded. Ms. Richards noted one typo in the agenda, that has since been corrected. The agenda was approved unanimously.

II. Minutes Approval - 3/11/24, 3/25/24, and 4/01/24

Ms. Richards made a motion to approve the 3/11/24 minutes. Mr. Nelson seconded. It was approved unanimously. Ms. Richards made a motion to approve the 3/25/24 minutes. Mr. Otley seconded. It was approved unanimously. Ms. Richards made a motion to approve the 4/1/24 minutes. Mr. Otley seconded. It was approved unanimously.

III. Public Comment – none

IV. Joanne Hovis, CTC – BEAD and Digital Equity Overview, Q&A Joanne Hovis from CTC gave a [presentation](#) and took questions. She also said that Vermont is at the forefront of most of the states in the nation on

BEAD and DE, in the first third in terms of how advanced the work is that Vermont has done and how far along Vermont is in the process, plus a strong, customized process. Ms. Hovis also said that the level of stakeholder engagement in Vermont is as extensive as she has seen anywhere in the country.

Ms. Richards asked if there is a speed requirement in BEAD for service that is not fiber? Ms. Hovis answered yes, it's 100/20. There will be a need to verify in the applications that the design of the networks is sufficient to meet the technical requirements, which is built into the way the program has been designed and into the scoring.

Ms. Richards also asked what if no one bids for an area? Ms. Hovis said that NTIA's answer to that is that is when you can turn to what they call "non-reliable" broadband service – unlicensed fixed wireless and satellite. Built into Vermont's process is the option for VCBB staff to go and negotiate with adjoining areas and/or existing providers so that the satellite option is truly the last resort.

Ms. Hallquist asked Ms. Hovis to speak about the tight NTIA deadlines and the curing process. Ms. Hovis responded that this has been a very heavy lift for all state broadband offices. There are extensive requirements, and the guidance is changing in real time. There are also tight turn arounds for curing from the NTIA. It will get more intense over the coming year. The final decision for approval is in the hands of the federal government.

Ms. Hallquist asked if there is any advice Ms. Hovis could give us before we go into the Digital Equity Capacity Grant approval process? Ms. Hovis said Vermont is at an advantage compared with other states because we have such a clear vision in our Digital Equity Plan and Program.

Ms. Richards asked if Ms. Hovis could comment on how ARPA policies can fit with the BEAD process. Ms. Hovis said she is seeing this question in other states. There is a much heavier federal hand in BEAD than there is in ARPA. She suggests looking at anything we have done for ARPA that we'd like to apply to BEAD, and ask our legal counsel and staff to analyze if it fits into a BEAD context or not. In many cases it probably will not because the federal government has been so proscriptive about BEAD. She gave an example that 75% of the scoring for BEAD was pre-determined by the federal government. In APRA there was almost complete discretion. Another example is the federal rules around the open and competitive bid process.

V. Digital Equity State Capacity Grant

Britaney Watson gave a [Digital Equity Capacity Grant Planning presentation](#). Ms. Richards asked how much Vermont will get in the Digital Equity Competitive Grant program. Ms. Watson answered that is unknown. Alissa Matthews clarified that the state will not be directly applying for the Competitive Grant Program. It will be our partners or a regional collaboration that we might participate in that we think might be competitive against other national projects.

VI. DVFiber Construction Grant Amendment

Ms. Hallquist said that staff recommends the Board approve the amendment, but they will go into executive session for the Board to discuss the details because the information is confidential from a competitive standpoint. Executive session will include Ms. Hallquist, Ms. Sweet, Ms. Clithero, and Mr. Monsarrat from VCBB staff; Garielle Ciuffreda, Ann Manwaring, and Steven John from DVFiber; Fletcher Kitrech, Pablo Parola, Tom Cecere, and Matt Brown from GWI; and all Board Members present. Ms. Richards made a motion to go into executive session pursuant to 1 V.S.A. s. 313 (a)(1)(A), which protects information concerning contracts where premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage. Mr. Nelson seconded. They approved it unanimously. They went into executive session at about 1:28 and returned at about 2:04. No action was taken in executive session.

Ms. Richards made a motion to amend DVFiber's ARPA Construction Grant by redefining funding for 1010 locations which will be identified as BEAD-funded locations that DVFiber will pursue BEAD funding. Mr. Nelson seconded. The motion was approved unanimously.

VII. NW Fiberworx Act 71 Construction Grant Application

Mr. Monsarrat explained there would be a short segment during public session to define what that request will be and then they will ask to go into executive session to discuss the particulars of the business plan. He turned it over to Mary Kay Raymond from NW Fiberworx, who gave a [presentation about their ARPA Construction Grant Application](#).

Ms. Richards made a motion to move into executive session pursuant to 1 V.S.A. s. 313 (a)(1)(A), which protects information concerning contracts where premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage. Mr. Otle seconded. It was approved unanimously. Included in executive session were: Ms. Hallquist, Ms. Clithero, Ms. Sweet, and Mr.

Monsarrat from VCBB staff; Mary Kay Raymond, Brad Lewis, and Zachary Burdick from NW Fiberworx; Matt Brown, Pablo Parola, and Fletcher Kitrech; and all Board Members. They went into executive session at about 2:13 and came out at about 2:28. No action was taken in executive session.

Ms. Richards made a motion to approve NW Fiberworx's Construction Grant Application in the amount of \$20,200,000. Ms. Sibilia seconded. It was approved unanimously.

VIII. Maple Broadband/WCVT and DVFiber BEAD Subrecipient Grant Application

These grants designed as a competitive program to support anyone who needs it who wants to apply for these funds. The Maple application is for \$69,800. It will go to support efforts to submit a joint application and will be used for many things required to submit a BEAD application such as data work, optimizing designs, drafting their application, etc. Ms. Richards asked if this would need to have further BEAD approval under the program after their approval. Mr. Monsarrat answered that no, the overall program has already been approved, and we just need Board approval for these grants. She also asked if this application checks all the boxes of what is necessary for this grant. Mr. Monsarrat answered that yes it does. Ms. Richards made a motion to approve Maple Broadband's request for \$69,800 for BEAD funds as presented. Ms. Sibilia seconded. It passed unanimously.

Mr. Monsarrat explained that DVFiber has applied for \$150,000 to support mapping and business plan development to prepare them for the bid and that will involve how to design the network in a way to maximize the grant funds they already have as well as the BEAD funds. Ms. Richards asked if this needs further approval other than the Board's? Mr. Monsarrat answered no. She also asked if this application checked all the boxes in order to receive the grant. Mr. Monsarrat answered yes. Ms. Richards made a motion to approve DVFiber's request for \$150,000 of BEAD funds as presented. Mr. Nelson seconded. It was approved unanimously.

IX. ARPA Funds Update

Tom Malinowski gave an [ARPA Funds Update presentation](#), the purpose of which was to understand what ARPA funds are remaining so that the Board can obligate them by the deadline at the end of 2024 and not lose them. Ms. Hallquist clarified that their intent was not to ask for a vote, but to educate the Board. Mr. Malinowski said staff is recommending shifting some ARPA funds that will be paid to ECFiber from CPR to SFR. Ms. Richards asked if that would cut anything from any other CUDs. Mr. Malinowski said no. Ms. Sweet clarified that the amounts of allocations to CUDs are not changing, but they might move buckets from which funds are coming, so they can use the SFR

funding more quickly. Mr. Nelson asked if this is a back-end financial management issue and not actually taking money from anyone? Ms. Sweet answered yes. Mr. Fish joined to clarify that this is just moving between different funding sources. Ms. Richards said that is helpful but asked that we please make the CUDs aware in case there is an issue with moving their funds to a different source. For example, there could be requirements or restrictions on how the money from certain sources is spent. Mr. Otley asked if the federal government audited this, would we have any risk? Ms. Sweet answered that we won't start reporting on the funds until there is a grant agreement for them. Mr. Fish added that where we pull the funds from is our decision. Ms. Richards asked that staff verify with the relevant federal agency that it is permissible to change the funding source from ARPA CPF to SFR. Also, she asked that we get VCUDA/CUDs' reactions to this.

Ms. Hallquist said we will have \$3.12 million left over. Ms. Richards said we want to make sure we spend the money. Ms. Richards asked about the timeline for a recommendation from staff. Ms. Hallquist said they plan to get a recommendation to the Board at the June meeting.

X. VCUDA Update (Act 71 related)

Rob Vietzke gave the update that the CUDs filed to intervene on the CCI docket as it is being acquired by a private firm and taken private. The CUDs want to be sure they retain their commitment to their contractual terms, continued attention to make ready, and that the private company is making a commitment to invest in CCI and where that investment will be made. The CUDs would like to meet with the VCBB Board to have input on their Affordability Policy. And the CUDs would like to understand the whole ARPA picture as soon as possible so they can plan for the next 18 – 24 months. Also, CVFiber now has its 250th customer and Lamoille is starting construction today.

XI. Public Comment –

Irv Thomae commented that if there is extra SFR money, the Board should consider implementing a one-year extension of the ACP within Vermont.

Christa Shute, NEK Broadband, said there are differences between the SFR and CPF funding sources. She also said they welcome other entities and organizations to join their digital equity coalition to apply for the competitive grant that cannot be led by the state.

F. X. Flinn, ECFiber, said that he does not support Mr. Thomae's suggestion to put the unused money toward extending the ACP in Vermont. He would like some of that money to be put toward ECFiber to build out its network because that will have the longest-term ability to reduce the cost of internet services in their district given the fact that they've already borrowed \$70 million. He is asking for a special meeting of the VCBB Board with their Board

in two weeks to go over that. He also mentioned that several CUDs have committed to extend the ACP for the month of May.

Lisa Birmingham, Lamoille, FiberNet, echoed Mr. Vietzke's comment that the CUDs need to be able to plan for both kinds of ARPA funds.

Ms. Shute returned to say it would be helpful to have a special meeting in May.

XII. Parking Lot and Scheduling Special May Meeting

Ms. Hallquist said they are proposing a special May meeting (held the first week of June) to take a look at the budget and anything else the Board would like to discuss. Ms. Richards said she would like to stick to once a month. Mr. Nelson and Mr. Otley said they both agree.

Ms. Hallquist reviewed the parking lot, which is included in the [Board Packet](#). Ms. Shute asked if she could have an executive session with the Board. Ms. Richards responded that it can wait until the June meeting.

XIII. Board Review – Executive Session

Ms. Richards made a motion to move into executive session to discuss personnel matters under 1 V.S.A. s.313(a)(3) (3), authorizing a public body to hold an executive session to consider personnel matters. Mr. Nelson seconded. It was approved unanimously. (Ms. Sibilila was not present). They went into executive session at about 3:35. They did not come back into public session.

Action Items-

- Verify from federal agency that changing funding source from ARPA CPF to SFR is permissible.
- Get VCUDA and CUDs' reactions to that.
- Give Board a recommendation at June meeting for how to spend remaining ARPA funds.



Deploying Matching Funds to Reduce the Overall Cost to Universal Broadband

Presented by Rob Fish, Deputy Director of the Vermont Community Broadband Board
(VCBB) Board on June 10, 2024



Legislative Authority

(28) \$30,000,000 to the Public Service Department for the Vermont Community Broadband Board to be used to leverage federal dollars and programs, including the National Telecommunications and Information Administration (NTIA) broadband grant (Middle Mile), to reduce the overall cost of universal broadband access as described in 2021 Acts and Resolves No. 71.

Eligible Recipients: Act 71 advances community efforts to meet the State’s goal of universal broadband access by providing funding to eligible providers as defined by the Act. See 30 V.S.A. §. 8081. Under the Act, such funding is available to Eligible Providers, defined as Communications Union Districts (CUDs), small communications carriers, and internet service providers working in conjunction with CUDs. See 30 V.S.A. §. 8082(4).

Eligible Programs to Match: The purpose of the funding is maximize the amount of federal funding available to the State to achieve universal broadband access in Vermont.

Definitions

- **“Eligible Provider”** is defined in Act 71 as follows:(A) a Communications Union District (CUD); (B) a small communications carrier; or (C) an Internet Service Provider (ISP) working in conjunction with a CUD to expand broadband service to unserved and underserved locations as part of a plan to achieve universal broadband coverage in the District or Town.
- **“Small Communications Carrier”** means: (A) a carrier that has elected to be regulated under 30 V.S.A. § 227d (a) or (B) an Internet service provider that operates in not more than five counties.
- **“Act 71 Compliant Business Plan”** means a business plan for the proposed Universal Service Plan. For the purposes of this program, an actionable business plan is a document that a financial institution would find sufficient basis on which to provide financial support. The business plan shall include but is not limited to: high-level engineering and design plans, market analysis, take-rate assumptions, and as relevant, cash flow positive date, loan payoff date, financing models, pro forma financial projections, estimated construction costs, ideal operational models. The plan must also include risk evaluation including labor needs and availability, supply chain contingencies for equipment and materials, make-ready work, and any other relevant capital and operational expenses.
- **“Supplementary Funds”** - Funds from programs other than the \$30M 2024 Match Appropriation that could be used for match. These funds are ARPA CPF funds, General Funds from Act 9 (2020), and other ARPA funds not covered by a grant agreement.

Program Basics

- Program will be formula based; non-competitive
- Funds will be contingently obligated in the form of amendments to the existing VCBB construction grant agreements and only invoiceable upon written notice to the VCBB of a federal broadband construction grant award
- The VCBB will use an independent financial model developed by the Vernonburg Group to determine the estimated cost to provide 25% of the estimated funds to serve all eligible broadband serviceable locations within the universal service plan.
- Grant amendments will be executed before the BEAD Subrecipient Process begins.

Scenario:
\$30M not
sufficient to
cover 25%
of the
modeled
costs

- Amounts known by July – modeling will be based on NTIA post-challenge data.
- Supplement as necessary with \$4.8275M:
 - \$1.5M - Broadband Financing Program funds (up to \$400k/CUD) (\$1.5M) - (*Sec. B.11100 FY 2021 One-Time General Fund*)
 - Approximately \$2.7M in unallocated ARPA CPF Fund.
 - “Released” ARPA funds to maximize percentage and amend accordingly.
- If that is not enough, issue grant amendments by July 31 for the maximum percentage available (e.g., 24% or 22% instead of 25%).
- Providers will be responsible for covering remainder via in-kind or loans.

Scenario: An Awardee of Match Funds is Not Selected

- Funds are not distributed if the grantee is notified its federal grant application is not selected.
- Upon such notice, Staff will reallocate the funds to use any ungranted funds to ensure at least 25% match to all eligible applicants.
- This may include replacing supplementary funds and/or loans secured by a successful applicant to achieve the match with state funds and other actions to maximize the leveraging of federal funds.
- At no time prior to subrecipient selection will the amount of funding provided exceed the 25 percent gating criteria to avoid skewing overall BEAD application scoring.

Next Steps

- Board approves program creation and funds issuance.
- Staff emails all Act 71 eligible providers with universal plans to assess interest. Interested parties must file written letters of intent by email no later than July 1, 2024.
- Staff submits BEAD-eligible addresses to the NTIA – June 16, 2024.
- Staff runs the Vernonburg model to determine the 25% amount for each entity and reports back to the board at the July board meeting
- Funding is obligated via an amendment to construction grants no later than July 31. Funds may only be invoiced upon notification of receive a federal award.

Board Motion to Approve

Instruct the staff to create and implement a program to provide 25% of the modeled cost of a project to fulfill gating requirements for participation in federal broadband infrastructure programs. Total costs may not exceed the \$30M appropriated by the General Assembly. As necessary, supplementary funds from the Broadband Financing Program - \$1.5M and unallocated ARPA Capital Projects Funds – approximately \$2.7M and any other ARPA fund unallocated for the purpose of providing up to 25% of the modeled match for a federal program.

Furthermore, Staff is instructed to model the cost and issue associated contingent grant amendments to eligible applicants on or before July 31, 2024. Staff will report status and amounts at the July VCBB Board Meeting and detail all program expenditures in the VCBB Annual Report issued on January 15, 2025.

Vermont Community Broadband Board
Accountability Policy
Affordability Policy and Procedural Obligations of Grantees

1. Purpose: The VCBB adopts this policy to fulfill the Legislative directive of affordable universal broadband service and to meet the VCBB's statutory obligation to establish policies that provide broadband construction grant criteria, that among other criteria, provide consumers with affordable broadband service. The VCBB's policy seeks to balance VCBB's grantees' sustainable business plans with their obligations to provide affordable broadband service.¹

2. Affordability Policies:

a. Grant Conditions to Include Affordability: The policy of the VCBB is to include obligations to perform practices and provide service options that promote affordability, as enumerated below, in its grant awards or agreements. Practices and service terms to promote affordability stated in each grant apply to all locations in the grantee's service territory in which grant funds are used for construction.

b. Construction and Design: VCBB awards grants for the construction of broadband networks serving all Vermont locations regardless of resident income or property value. Funded network designs must therefore achieve universal service and progress the construction of the grant-funded network without regard to property value or household income.

i. Inclusive design. Locations developed as low-income housing will be served by the grantee's construction unless already served. Overbuilding existing broadband service otherwise allowed by grant rules shall not avoid routes serving less profitable locations unless no efficient and economically reasonable route is available.

ii. Prioritizing On-Grid and Year-Round Locations. The VCBB's affordability policy prioritizes grant investment in serving habitable year-round locations, and with respect to ARPA-funded projects, those that are identified as E911 addresses served by the electric grid.² For purposes of this policy, habitable year-round structures are (a) accessible by vehicles licensed for public road use, (b) served by a potable water source, (c) closed to the elements with doors and windows, and (d) served by an operable heat source.

c. Affordability Planning: In making grant awards, the VCBB will consider whether the business model of the grantee/applicant reflects feasible steps to efficiently build and install broadband service and minimize the cost of retail service to the consumer, including but not limited to

¹ Federal funding under the Broadband Equity Access and Development Program (BEAD) was authorized by the Infrastructure Investment and Jobs Act of 2021, Division F, Title I, Section 60102, Public Law 117-58, 135 Stat. 429 (November 15, 2021), also known as the Bipartisan Infrastructure Law. It's criteria for affordable service and sustainable business practices vary from those described in Act 71. The Board seeks to set an affordability policy that can be met by projects funded under either source.

² 30 VSA §8082(7).

grantee's network design, bulk cost reductions, revenue reinvestment, and public funding.³ Grantees business model must document and incorporate the annual income range of consumers in the grantee's service area and projected grant-funded network take rates and revenues, as well as the range and average service pricing. The business plan must be approved by the board of the VCBB and periodically reviewed for consistency with this policy, the approved model, and for accuracy of its assumptions.

d. Affordability in Operations: The affordability best practices described in this subsection 2.d, referred to as Grantee Affordability Initiative (GAI), are to be implemented by the grantee (where necessary, in coordination with the network operator) within twelve months of offering service to any customer on a grant-funded network. The GAI includes grant conditions that promote retention of low income consumers in the grantee's service area, an objective of publicly funded broadband to meet both affordability and digital equity objectives.⁴ VCBB GAI grant conditions specifically include:

- i. **Cost of Service and Net Income.** Annual evaluation of grantee's cost to provide service, the net income, after debt service, and grantee's plan to use net proceeds to sustain or lower rates, especially for income-qualified consumers;
- ii. **Digital Equity Plan.** Development of a digital equity plan with a three-year forecast to be updated annually, that reports the average household income and change in population in the service area,⁵ the take rate of the grantee's broadband service, and the implementation of a digital education outreach initiative (provided directly or indirectly) for consumers in the provider's service territory or district including, for example, technical skills development, budgeting for digital services, support in useful applications, and advice for safe use of web-based resources.
- iii. **Government Subsidy Services.** Prompt enrollment by the grantee or its operator and active participation in any government-funded subsidy programs that reduce consumer cost of broadband applicable to the grantee's service area, such as costs of installation, service, equipment or devices, including (a) public promotions to qualified consumers of any subsidy programs in which the provider is participating by the most effective means reasonably designed to reach consumers in the funded network service area, (b) coordination with key community institutions and social service agencies to promote affordable and subsidized service plans, (c) training of grantee's customer service representatives to integrate subsidies and low-cost service

³ Under VT-BEAD, subgrantees must demonstrate a commitment to reinvest revenue into increasing efficiency and ensuring that rates remain affordable over the lifetime of the funded network or 20 years, whichever is greater. By way of example, this commitment could be demonstrated through a business plan that limits the network's profit in favor of reinvestment, or through a commitment to a stable or decreasing price for service throughout the life of the funded network or 20 years, whichever is greater.

⁴ The VCBB does not require grantees to measure or monitor the disposable income of customers or to mandate service selections based on income.

⁵ Using the most recent income and population statistics used by the State of Vermont (generally based on the most recent U.S. Census Bureau report).

offerings in all sales communications, and (d) incorporate information regarding public subsidy eligibility in customer late payment notices and service termination communications.⁶

3. Annual Report: It is the policy of the VCBB to monitor grantee’s progress of achieving affordable service on networks funded by grants awarded by the VCBB. As a condition of each grant, Grantees will produce for the review of the VCBB a report for each calendar year by or before October 1 that demonstrates performance of the GAI. The annual report must be delivered with a confidential statement (to protect proprietary information) for the VCBB’s review that includes the information required at subsection 2.c, and 2.d, and numeric data for the reporting period for the (wholly or partially) funded network:

- (a) the rate tiers offered to consumers,
- (b) the total number of customers accessing the funded network in each rate tier during the reporting year,
- (c) the number of customers that received subsidized service (if any) during the reporting year, by subsidy program,
- (d) the number of customers receiving subsidies, if any, that terminated service during the reporting year (subsidy churn),
- (e) the average cost to customers of initiating and installing service with and without any applied subsidization,
- (f) the average cost to the grantee (or its network operator), if any, to subsidize or defer customers charges for installation and initiation of service in the reporting year, and
- (g) the total amount of service subsidy payments received by or due to the provider for the grant-funded network during the reporting year.

The numeric reporting measures (a) through (g) are referred to as the “Affordability Impact Measurements” (AIM). Notwithstanding the confidentiality statement, the AIM and the GAI data may be aggregated and used anonymously to demonstrate and report the impact of publicly funded network infrastructure and affordability measures.

4. Enforcement. This policy is intended to endure past current Act 71 funding and apply under future funding such as VT-BEAD. This policy is intended to be applied to all funded grants except to the extent that a provision of this policy conflicts with the requirements of the funding program (including but not limited to the VT-BEAD affordability requirements). A grant recipient or eligible grant recipient may request the Board determine whether a provision of the policy conflicts, as written or applied, with the requirements of the funding program, and the Board will promptly

⁶ Regarding low-income qualified consumers: The VCBB anticipates that public broadband subsidies will identify qualifications for consumers. To reduce risk associated with maintaining confidential consumer information and to ensure equitable treatment among consumers, the VCBB recommends that grantees that choose to develop and implement an income-based subsidy use an objective measure established in an existing subsidy program administered by a third party, such as by proof of participation in specified state or federal low-income subsidies.

determine whether the particular provision of the policy conflicts, and should either not apply or be modified.

The VCBB or its successor may determine, upon review and deliberation, whether a grantee or its provider has failed to meet the obligations of this affordability policy, and determine the applicable remedies available under the terms of the grant for the breach of the grant agreement.

a. Design Review and GAI Administration. At any time during or after construction of a broadband network funded by a grant awarded by the VCBB, the VCBB, upon its own investigation, or upon a complaint of a third party, may take necessary steps to receive credible information to determine grantee's compliance with this policy. The Chair of the VCBB or the executive of its successor, may determine whether information of non-compliance is sufficient to hold a hearing before the full board (or its successor) to determine whether the grantee is in violation of a grant agreement, including but not limited to this affordability policy.

b. Service Complaints. The VCBB, upon its own investigation, or upon a complaint of a third party, may receive credible information of the lack of affordability or cost-effectiveness of services offered by a grantee, including but not limited to complaints received by the Vermont Department of Public Service, Consumer Affairs and Public Information Division (CAPI), which is charged with hearing consumer complaints regarding utility services. The Chair of the VCBB, or the executive of its successor, may determine whether such information is sufficient to hold a hearing before the full board to determine whether grantee is in violation of a grant agreement, including but not limited to this affordability policy.

5. Duration. This policy applies to all network projects that are the subject of a grants awarded by the VCBB and the conditions of this affordability policy are applicable to each grant for a period from the date of the grant agreement to December 31, 2034, or for ten years after the year in the grant is closed out, ending on December 31 of that year, whichever is longer.

Community-based Broadband Providers Propose Merger to Expand Access to High-speed Internet

June 1, 2024

June 1, 2024 – NEK Broadband and CVFiber announce a preliminary plan to join the two Communications Union Districts (CUDs) under 30 V.S.A 3052a, a recent addition to the law under S.199. The proposed merger would unite resources, experience, expertise, and a shared commitment to deliver exceptional high-speed internet services to their collective 71 communities. Working together, they will be better able to support digital equity, economic growth, and community development across the Northeast Kingdom and Central Vermont.

Working more collaboratively allows the CUDs to leverage infrastructure investments effectively, accelerate the deployment of proven and reliable technologies, and optimize operational efficiencies. This will significantly add to the ongoing capacity to fulfill the combined mission to ensure that every resident and business has access to reliable high-speed internet.

Specifically, NEK Broadband and CVFiber propose to work together under the new business name, Northeast Central Broadband. The service plans, customer service, and pricing for both CVFiber and NEK Broadband areas will not change for the foreseeable future. Their respective financial, operations, and communications professionals will share skill sets. An additional benefit will be collaboration for grant applications that often benefit from a larger service area.

During this process, the CUDs are committed to providing transparent communications to keep customers, partners, and communities informed every step of the way.

Public Comment Period

- Copies of the Preliminary Merger Plan (the “Plan”) were distributed to the legislative bodies of NEK Broadband’s and CVFiber’s respective municipalities on June 1st. Both CUDs will arrange for notice of the July 16th public hearing by distributing such notice to their member municipalities, publicly posting such notice, and publishing notice in local newspapers and other paid media. These notices will be made no later than three days before the public hearing.

- NEK Broadband and CVFiber will each hold a public hearing on the Plan. Public hearings will be scheduled by each CUD for July 16, 2024.

Final Merger Plan Decision

- NEK Broadband and CVFiber will schedule Governing Board votes on the Final Merger Plan no less than 30 days after the public hearing. Governing Board votes for the Final Merger Plan decision are scheduled by each CUD for August 15, 2024.

For more information, please visit our website: nekbroadband.org/about-us/public-documents/

Direct inquiries can be sent to: preliminarymerger@nekbroadband.org

About NEK Broadband: NEK Broadband is a community-driven organization working to ensure every resident in the Northeast Kingdom of Vermont has access to high-speed internet. Access to high-speed internet is central to creating greater economic prosperity and educational opportunities for today's residents and for future generations. NEK Broadband is a Communications Union District (CUD) representing every town in Caledonia, Essex, and Orleans counties, plus Wolcott in Lamoille county. With a commitment to reliability and community development, NEK Broadband strives to make a positive impact on the lives of those we serve. www.nekbroadband.org

About CVFiber: As a community-owned and operated Internet service provider, CVFiber is serving its 20 Central Vermont communities with a unified goal to provide fast, reliable, and world-class Internet to every Vermonter within its member towns. In partnership with Waitsfield & Champlain Valley Telecom, which operates the network and interacts with its customers, CVFiber is equipped to meet the growing needs of Vermonters as it expands into new district zones. Twenty communities are a part of the CVFiber district: Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Middlesex, Marshfield, Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Washington, Waterbury, Williamstown, Woodbury, and Worcester. Learn more at [CVFiber's website](#).

Filed Under: [Press Releases](#)

NEK CV Merger Links for More Information

[Execution NEK CV MERGER AGREEMENT.docx \(nekbroadband.org\)](#)

[Preliminary Merger Plan & Bylaws \(nekbroadband.org\)](#)

Vermont Community Broadband Board (VCBB) Budget Presentation

June 2024

Outline

Fiscal Year 2024 operating expenditures

Fiscal Year 2025 operating budget

Grants out to date

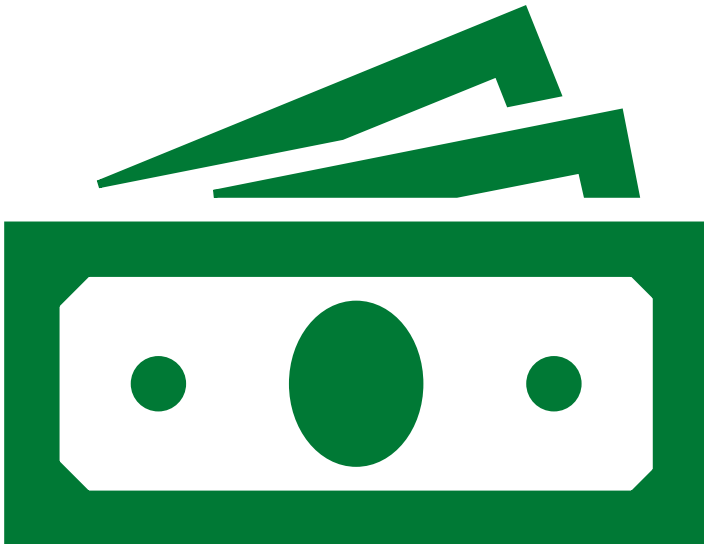
State Fiscal Recovery (SFR) ARPA allocations and obligations

FY 2024 VCBB Operating Expenditures

Budget Category	FY 2024 Budget	FY 2024 Expenditures	Percent Expended
Personnel	\$1,468,753	\$1,175,415	80%
Board Costs	\$28,000	\$24,560	88%
Travel & Training	\$42,501	\$30,371	71%
Internal Service Fees	\$162,035	\$58,695	36%
Equipment & Software	\$10,000	\$4,263	43%
Supplies	\$2,000	\$2,274	114%
Miscellaneous	\$5,000	\$4,671	93%
State Contractual	\$1,896,259	\$252,896	13%
Non-State Contractual	\$2,531,039	\$758,906	30%
Total	\$6,145,587	\$2,312,991	38%

FY 2025 VCBB Operating Budget

Budget Category	FY 2024 Budget	FY 2025 Budget
Personnel	\$1,468,753	\$1,548,436
Board Costs	\$28,000	\$35,000
Travel & Training	\$42,501	\$80,000
Internal Service Fees	\$162,035	\$113,887
Equipment & Software	\$10,000	\$35,604
Supplies	\$2,000	\$1,762
Miscellaneous	\$5,000	\$7,920
State Contractual	\$1,896,259	\$270,000
Non-State Contractual	\$2,531,039	\$3,386,021
Total	\$6,145,587	\$6,538,460



American Rescue Plan Act (ARPA) Funds Summary

State Fiscal Recovery (SFR) – \$150,000,000

- Preconstruction Grants
- Materials Allocations
- Construction Grants

Capital Projects Fund (CPF) – \$95,000,000

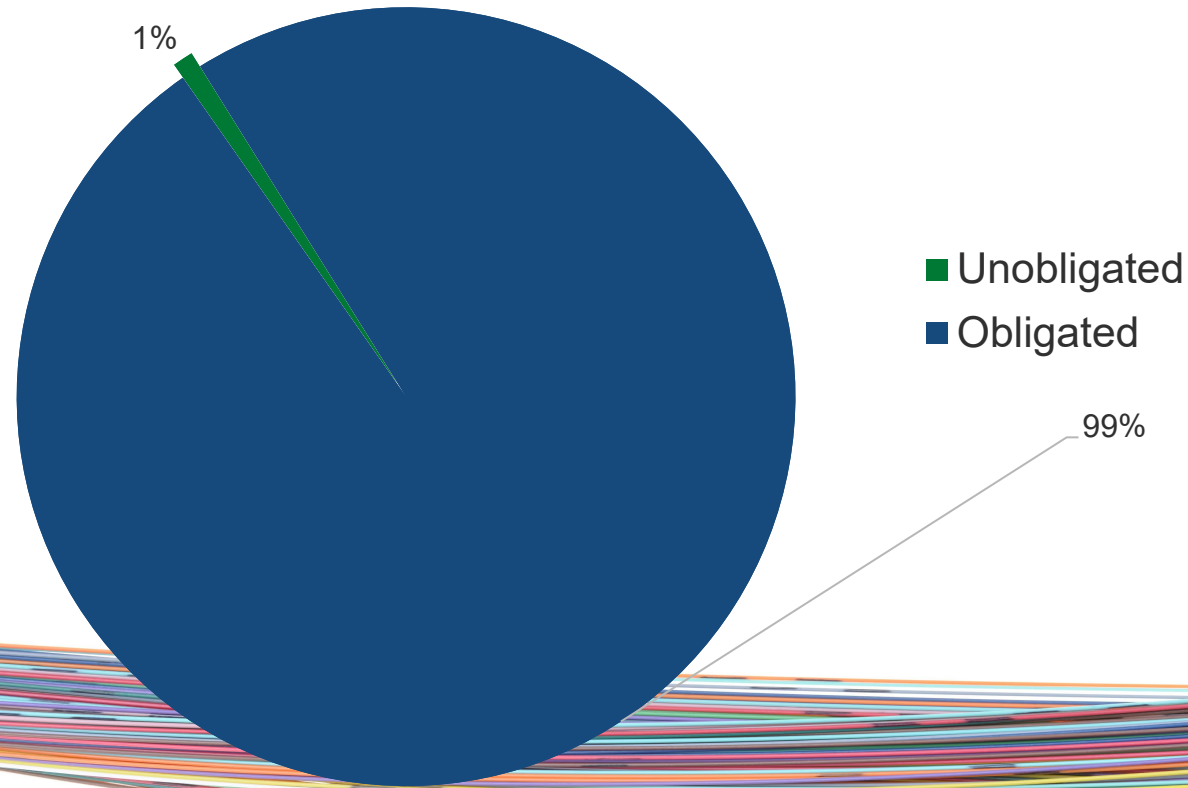
- Construction Grants

ARPA Grants Out

	Allocations & Approvals		Grant Agreements		
	ARPA Allocation	Board Approved	Obligated	SFR	CPF
Chittenden County	\$2,524,436	\$300,000	\$300,000	\$300,000	-
CVFiber	\$23,867,785	\$23,867,785	\$23,867,785	\$23,867,785	-
DVFiber	\$27,395,784	\$27,165,547	\$27,384,399	\$27,384,399	-
ECFiber	\$16,719,894	\$16,068,787	\$16,068,787	\$16,068,787	-
Lamoille Fibernet	\$17,007,251	\$16,377,899	\$16,377,899	\$2,563,363	\$13,814,536
Maple Broadband	\$25,241,754	\$25,241,754	\$25,241,754	\$16,241,754	\$9,000,000
NEK Broadband	\$72,997,164	\$47,658,003	\$47,658,003	\$47,658,003	-
NWFX	\$24,178,586	\$23,778,912	\$24,178,586	\$4,282,556	\$19,896,030
Otter Creek	\$11,880,440	\$9,896,502	\$9,896,502	\$1,349,936	\$8,546,566
SoVT CUD	\$9,704,164	\$9,009,085	\$9,009,085	\$9,009,085	-
WCVT	\$9,194,256	\$8,348,243	\$8,348,243	-	\$8,348,243
Totals	\$240,711,514	\$207,712,517	\$208,331,043	\$148,725,667	\$59,605,375

Note: ARPA Allocation figures include town match.

State Fiscal Recovery (SFR) Funds



State Fiscal Recovery (SFR) ARPA Allocations & Obligations

	Allocations & Approvals		Grant Agreements		Planned	
	ARPA Allocation	Board Approved	Total Obligated	SFR Obligated	ARPA Remaining	SFR Remaining
Chittenden County	\$2,524,436	\$300,000	\$300,000	\$300,000	\$2,224,436	\$0
CVFiber	\$23,867,785	\$23,867,785	\$23,867,785	\$23,867,785	\$0	\$0
DVFiber	\$27,395,784	\$27,165,547	\$27,384,399	\$27,384,399	\$11,385	\$11,385
ECFiber	\$16,719,894	\$16,068,787	\$16,068,787	\$16,068,787	\$651,107	\$651,107
Lamoille Fibernet	\$17,007,251	\$16,377,899	\$16,377,899	\$2,563,363	\$629,352	\$281,652
Maple Broadband	\$25,241,754	\$25,241,754	\$25,241,754	\$16,241,754	\$0	\$0
NEK Broadband	\$72,997,164	\$47,658,003	\$47,658,003	\$47,658,003	\$25,339,161	\$0
NWFX	\$24,178,586	\$23,778,912	\$24,178,586	\$4,282,556	\$0	\$0
Otter Creek	\$11,880,440	\$9,896,502	\$9,896,502	\$1,349,936	\$1,983,938	\$559,111
SoVT CUD	\$9,704,164	\$9,009,085	\$9,009,085	\$9,009,085	\$695,079	\$695,079
WCVT	\$9,194,256	\$8,348,243	\$8,348,243	-	\$846,013	\$0
Subtotal	\$240,711,514	\$207,712,517	\$208,331,043	\$148,725,667	\$32,380,471	\$2,198,334
					Obligated + Planned	\$150,600,052
					Admin	\$100,000
					Total	\$150,700,052

Note: ARPA Allocation figures include town match.

Recommendations



Allow CUDs to apply for remaining allocated funds for any purpose (preconstruction, materials, or construction).



Encourage CUDs to apply for remaining funds by no later than August.

#	Priority	Item	Date entered	Assigned to	Resolution and date
67	2	The Board would like an update on the Ookla reporting project at a future meeting	04/01/24	Christine Hallquist	Will present to the Board at the July meeting
63	1	Update from the Digital Equity Officer on what other states are planning to do about affordability now that the ACP is ending.	03/25/24	Britaney Watson	Present to the Board in the July meeting.
62	2	Create cross-referencing between the reporting requirement under the constructions standards and a policy on reporting.	03/25/24	Toni Clithero	
59	1	Prepare a memo that addresses a conflict if one arises between the Board policies and preexisting grant agreements	03/25/24	Toni Clithero	
58	1	Prepare a memo explaining that they intend the Board Policies apply to grant holders over and above whatever standards are applied by the FCC	03/25/25	Toni Clithero	
57	2	Act 71 and BEAD differential list -	03/11/24	Toni Clithero	Providing a presentation at the May 13 Board meeting by Joanne Hovis from CTC and will follow up with document after.
55	1	Present updated information as to ARPA funds remaining (Plan B	03/25/24	Rob Fish	Will include in April 1 Board packet –Board has requested further information in the May 13 meeting. Will close this item at the June Board meeting.

		for ARPA money, verify that changing funding source from ARPA CPF to SFR is permissible, get CUD reactions.)			
51	2	Application scoring criteria policy	11/13/23	Staff	Awaiting approval from the NTIA.
35	1	Patty Richards to lead the Board in a response to the auditor's report	04/10/23	Dan Nelson/Christine Hallquist	Completed response, currently awaiting finalization of Board Policies.
40	1	Develop recoupment policy for the VCBB funded network and components	07/18/23	Holly Groschner/Christine Hallquist	Policy is in revision. Meetings to be scheduled.
53	2	Develop Cross-reference table with definitions	03/25/24	Christine	Will include in May Board meeting packet
54	1	Develop a reporting policy and document w/ schedules	03/25/24	Christine	Completed. Included in the May Board packet.
56	2	Cumulative dashboard for Grants	03/11/24		Explore VCBB (arcgis.com)
64	1	Is the Board's conditional approval of ARPA funds to CUDs for BEAD match constitute an obligation sufficient under ARPA? (even if the grant is contingent upon BEAD approval?)	04/01/24	Toni Clithero	If in a grant agreement, yes.
52	2	Is Ookla data sold to third parties? Do users have an opt-out?	02/12/2024	Toni	Yes and there is no opt out and all ISPs require some form of speed testing upon installation of service. To address the Board's consumer privacy concerns, Staff declined to proceed with a contract to Ookla. Staff have, however, arranged to

					support the CUDs' requests for this information through its consultant, Stone Environmental.
66	1	Board members would like a statement from CTC about how Vermont is doing on this relative to what they're seeing elsewhere (Joanne Hovis).	04/01/24	Christine Hallquist	Completed (presentation at May 13, 2024 meeting)
68	2	Change lien policy to recoupment policy	04/01/24	Toni Clithero	Name has been changed
60	1	Prepare a redline version of the Grantee Agreement Policy for the Board to consider at the next meeting.	03/25/24	Toni Clithero	Complete. Policy has been approved.
41	1	Policy for certification of Grantee compliance to Performance and Operating Standards	07/18/23	Christine Hallquist	Approval of Construction standards complete. Will have this policy In place by the May Board meeting.
39	1	Develop Grantee agreement that VCBB will operate the system in the event of failure to comply	07/18/23	Christine Hallquist	Completed
37	1	Develop Construction Standards ¹	07/18/23	Dan Nelson/Christine Hallquist	Completed
38	1	Annual Report Submission List ²	07/18/23	Christine Hallquist	Included in the Board Policy that will be submitted for approval at the 2/12/2024 meeting

¹ Include open architecture policy, safety, reporting process on compliance and detailed description for each attribute. Staff process required for compliance to Board policy.

² Identify all criteria, including how to address affordability, geographic diversity, Universal Service, operating standards, and reliability. Staff process required for compliance to Board policy.

48		Policy development Timeline, if needed	11/13/23	Patty	Completed
47		Process for Approval of Working Group Policy drafts	11/13/23	Rob V/ Patty	Completed
44		Letters/memos to House and Senate Appropriations Committees		Christine Hallquist	Completed
42	1	Produce an overlay of the BEAD and ARPA timelines and the grant request timelines in the upcoming work of the Board.	09/11/23	Board	Completed
49		Develop an RFP for Government Affairs to bring on someone prior to January 01, 2024 and determine funding source	11/13/23	Staff	Completed
43	1	Propose strategy for Government Affairs	09/11/23	Christine	Completed- Government Affairs contractor hired – will tailor strategy suited for individual committees
45		Revise September 11 meeting minutes	11/13/23	Staff/	December meeting
46		Create folder on VCBB website for Board Policies, starting with Ex parte Communications	11/13/23	Patty Richards	Patty sent memo to Board members
36	1	Determine what restrictions exist for ex parte communications	07/18/23	CH	Passed policy at 09/11/23 meeting
26	1	Establish policy to address issue of enforceability with any of the partners and the CUDs.	8/22/22	CH	Policy discussion to be held at 4/10/23 meeting. This is now part of the Board Policy discussions related to the Auditor's report.

29		Include placeholder for budget update, dashboards, and policy and goals discussion to all Board Meeting Agendas	11/03/22	CH	Budget and Dashboards addressed at January and February Board Meetings Christine will confirm with Patty what Board expectations are for the policy and goals discussion
24	1	Invite to the Federal Delegation to future Board Meeting	8/8/22	CH	Delegation will be invited to the January Board meeting
22	3	VCBB's approach to mapping and strategy for challenging the FCC.	6/14/22		Presented initial strategy 12/12/22. A Federal Program Officer at the NTIA will be needed to work on this with and that has finally been announced as Clay Purvis from the Public Service Department. He will be invited to January meeting.
28		Finalize subsequent overbuild policy and data policy.	10/31/22		This is addressed in the VCBB Data and Overbuild Policy submitted to the Board for continued discussion at the 12/12/22 meeting.
32		Alignment of VCBB Mission Statement based on Act 71	11/14/22	CH	Patty Richards to lead this 12/12/22.
25	2	Host workshop for the CUDs on Uniform Guidance	8/8/22		Completed December 7th
30		Adjust timing of Board Packet to at least 5 business days before the Board Meeting	11/03/22		Plan to start new schedule in January
33		Create a Communication Procedure Plan for Board notifications of updates from Staff (press releases, legislative presentations,	11/14/22		Completed in the November 28 Board meeting.
34		Discussion regarding development of a separate website			Staff recommends we continue with the current website which follows state protocols.

27		Board requested that a grant agreement template be shared	10/31/22	CH	Item closed – agreement was shared
23	1	Define audit criteria and post award grant reporting and review process for grantees/CUDs	8/8/22	CH	Item Closed - Compliance Recommendation Memo presented October 31 st . Additional reporting requirements will be shared once the new form is updated and staff will create a dashboard for tracking.
18	1	Signature Authority of Executive Director	03/28/22	CH	Closed. Approved in July.
19	1	Policy around hiring staff	03/28/22	CH	Closed. Approved in July.
21	1	Invite to Doug Farnum to future Board Meeting	6/14/22	CH	Attended August 8 th meeting.
20	3	Recommendation for designation of an entity for Digital Equity & Affordability Office	03/28/22	board	Closed. This is being addressed by the Governor's office per a directive from the NTIA. This falls into the responsibility of the VCBB as a subset of the IJA program.
8	2	Policy on "Material Default" see §8086(c)(2)	11/1/21	CH	Closed. Issue has been resolved through legislation.
5	3	VCBB Dashboard – to be shared monthly to show progress. What are the milestones?	11/1/21	CH	Closed. Stone Environmental has presented its proposal and the software platform meets the needs.
16	1	Provide Board with impact of Commitment letter	02/14/22	CH	Closed with material pre-purchasing proposal.
17	2	Statewide marketing collaboration with VCUDA	02/14/22	CH	Closed. VCUDA is not interested.
15	2	Provide Benchmarks for what telecom companies spend on Marketing	02/14/22	CH	Will research and present back on 3/14/22 Board meeting
1	1	Budget	10/18/21	CH	Completed. 2021 budget approved. 2022 will be presented in March.

2	1	Overbuild – what is the standard (20% of total served?)	11/1/21	CH	Completed. See Construction RFP Definition
3	2	Business Plans – what is the scope? Will they be updated before construction grants?	11/1/21	CH	Completed. The updated business plans will be included in the Construction RFP responses.
6	3	Fiber purchase – VCBB involvement? authorization? Status?	11/1/21	board	Completed
7	1	Make Ready Construction – policy: part of §8085 grants or not?	11/1/21	RF	Policy established. Make ready construction will be part of the construction grant program.
9	2	Revisiting timeline for VCBB – construction RFP & reporting timelines	11/22/21	CH	Completed. Part of the construction RFP. RFP approved by the Board on 01/03/22
10	2	Sequence assumptions for preconstruction and construction & reporting timelines	11/22/21	CH& board (LS)	Completed. Part of the Construction RFP. RFP approved by the Board on 01/03/22
11	2	DPS 2021 Map – Unserved	11/1/21	CH/Legal	Completed
12	1	Confidentiality. Grant Agreement Art 5 (state standard). Is the product of a grant a “public document” – e.g. will we post construction plans?	11/1/21	Board LS/HG	The RFP and construction schedules will be public.
13	2	USP & contiguous CUD construction- policy	11/22/21		Completed. Addressed in the Construction RFP.
14		Legislative Consideration – Purchase of consolidated services/goods	11/29/21		Not needed.

