



Vermont Community Broadband Board

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Board Packet Executive Summary

December 11, 2023

Christine Hallquist, Executive Director

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The agenda for this meeting is quite full so we may not get to all the items. We have moved the time-sensitive items to the front of the agenda.

Town Match

This discussion will be led by Robert Fish. The program started in Fall of 2022 with the understanding that towns would be given the opportunity to commit ARPA funds to the CUDs and the VCBB would match that amount. This discussion is to close the program and return remaining funds to the CUDs. A motion is included in the packet.

Digital Equity Plan review

This discussion will be led by Britaney Watson. This is to provide the VCBB Board an update on the progress of the plan.

Legislative Priorities including restoration of funding.

Toni Clithero will lead this discussion. These are staff policy recommendations for Board discussion.

Otter Creek Grant Update

Alexei Monsarrat will lead this discussion along CVFiber. This is a follow-up to the last Board meeting. The Otter Creek CUD Board was voting on a proposal from the VCBB on the evening of December 5. This will be an update to the Board as to the result of the Otter Creek Board decisions.

DVFiber Update

Alexei Monsarrat will lead this discussion along DVFiber. This presentation will be a status update to the Board and will be in Executive Session due to the confidentiality of the information.

Rule 3.7 – Make Ready (Pole Attachment PSC Rule 3.700) and GMP update

This item was requested to be included in the Board Agenda. Christine Hallquist will present the information that is included in this packet. Staff will respond to questions from the Board. VCUDA

has worked extensively with the utilities on this issue and can update the Board on the negotiations.

Rule 3.7 – Rule 3.7 – Board approval of the Process for approval of working group policy’s drafts.

The process is included in the packet. Patty Richards will lead this discussion

Budget presentation FY24 Q1 update

Thomas Malinowski, the PSD Finance Manager, will provide the Board with Q1 Budget status based on the budget that the Board approved. The agreement with the Board was to present an update one month after the close of the quarter.

Vermont Community Broadband Board Meeting
Monday, December 11, 2023, 12:00pm – 4:00pm
AGENDA

Meeting is being held virtually.

[Click here to join the meeting](#)

Join by Phone; [+1 802-828-7667, 253842650#](#)

Note: there may be executive sessions as needed.

- 12:00 1) Call meeting to Order, Roll Call, Approval of Agenda
- 12:05 2) Public Comment
- 12:10 3) Approval of September 11, November 13, and November 21 meeting minutes
- 12:20 4) Town match
- 12:30 5) Digital Equity Plan Review
- 12:45 6) Legislative Priorities including Restoration of Funding include Letters to Committee (Potential Executive Session)
- 1:00 7) Contract matters-*Executive Session, pursuant to 1 V.S.A. s. 313 (a)(6), which protects from public session the discussion of information contained in "records exempt from the access to public records act", 1 V.S.A. s. 316.*
- 1:30 8) Otter Creek Grant Update
- 1:50 9) DV Fiber Update-*Executive Session, pursuant to 1 V.S.A. s. 313 (a)(6), which protects from public session the discussion of information contained in "records exempt from the access to public records act", 1 V.S.A. s. 316.*
- 2:20 10) Board approval of the Process for approval of working group policy's drafts.
- 2:40 11) Rule 3.700 (Make Ready) – Including GMP underground challenges.
- 3:00 12) Budget presentation FY24 Q1
- 3:20 13) VCUDA Updates – *Rob Vietzke*
- 3:30 14) Public Comment
- 3:40 15) Parking Lot – *Christine Hallquist*
- 3:45 16) Executive Session. Update on Executive Director Review and Board Performance, pursuant to 1 V.S.A. s. 313 (a)(3) *"The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting."*
- 4:00 17) Motion to Adjourn

Vermont Community Broadband Board Meeting Monday, September 11th, 2023, 12:00pm – 4:00pm

Revised Draft Minutes

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

Patty Richards called the meeting to order at 12:01 and completed roll call.

- Patty Richards, Chair (Remote)
- Laura Sibilia (Remote)
- Brian Otley (Remote)
- Holly Groschner (Remote)
- Dan Nelson (Remote)
- Christine Hallquist - Staff (Remote)
- Robert Fish – Staff (Remote)
- Toni Clithero – Staff (Remote)
- Steven Zubkoff – Staff (Remote)
- Herryng Herzog – Staff (Remote)
- Lucy Rogers – Staff (Remote)
- Chance Payette – Staff (Remote)
- Alexei Monsarrat– Staff (Remote)
- Kristen Brynga– Staff (Remote)
- Alissa Mathews– Staff (Remote)

Patty Richards made a motion to approve the agenda Seconded by Brian. No further discussion.
Unanimously approved by Patty, Laura, Holly, Brian and Dan.

II. Approval of Minutes (August 14 and August 25th Special Meeting)

Patty Richards noted that Brian was not present for the August 14th meeting and asked him to abstain. Patty made the motion to approve the minutes for August 14th, seconded by Holly. The board voiced concerns around language, narrative, framing and consistency in sections 4 & 5. Patty withdrew her motion and Laura will work on changes until the next meeting on October 9. Dan was not present for the August 25th meeting and will abstain. Patty made the motion to approve the minutes for the August 25th meeting, seconded by Laura. No further discussion *Voted in favor of the motion by Patty, Laura, Brian, and Holly. Dan abstained.*

III. Lamoille FiberNet Construction Grant Application

Staff recommended approval of the Lamoille Fibernet (“LFN”) Construction Grant in the amount of \$13,588,636. Christine Hallquist advised that LFN had written a letter agreeing to comply with the VCBB’s future policies. The Board stated all applications should be consistent. Using the language “Subject to future policies being developed by the VCBB related to accountability.” Language under the second condition regarding a future plan for sustainability of the CUD should be considered. Lisa Birmingham, Chairperson of Lamoille FiberNet (LFN), addressed questions from the VCBB Board regarding the CUD’s sustainability plan.

Patty made a motion to grant Lamoille FiberNet’s Construction Grant in the amount of \$13,588,636, conditioned on and subject to future policies developed by the VCBB based on accountability and development of a sustainability plan within one year or prior to Phase 2 construction grant application, whichever comes first, and upon the execution of an operator agreement consistent with the grant requirements.

Patty granted Holly's proposed amendment to read *"a motion to grant Lamoille FiberNet's Construction Grant in the amount of \$13,588,636. The approval is conditioned on and subject to future policies developed by the VCBB related to accountability. As well as development of a sustainability plan as described in the letter from Lamoille Fibernet, within one year or prior to Phase 2 construction grant application, whichever comes first. And execution of an operator agreement consistent with the grant requirements. Holly seconded the amended motion. No further discussion. Voted unanimously by Patty, Laura, Holly, Brian and Dan.*

IV. Otter Creek Construction Grant Application

Staff recommended the approval of the Otter Creek Construction Grant in the amount of \$9,952,273 and Christine turned it over to Laura Black, chair of the Otter Creek Communication Union District (OCCUD) Board for presentation and questions from the VCBB Board. Laura started with a brief history and description of the 17 town CUD. She then proceeded to explain their relationship with Lamoille Fibernet and how this helped to negotiate an agreement for a 20-year contract with Consolidated Communications. The board asked about the similarities or differences between the two contracts between Consolidated and Otter Creek versus the contract between Consolidated and Lamoille Fibernet. Laura Black responded that the only difference in the contract was around construction terms regarding liquidated damages assessed on the double funding of what was left for the final 2% and Otter Creek cannot not do that on the out of territory area.

Following Otter Creek's presentation, Patty made a motion to grant Otter Creek's Construction Grant in the amount of \$9,952,273, conditioned on and subject to future policies developed by the VCBB related to accountability. As well as development of a sustainability plan as described in the letter from Otter Creek, within one year or prior to Phase 2 construction grant application, whichever comes first. And execution of an operator agreement consistent with the grant requirements. Seconded by Holly. No further discussion. Patty, Holly, Brian and Dan voted in favor; Laura opposed. Motion approved on a 4 – 1 vote.

V. BEAD Initial Proposal Volume 1 – Board Approval

Lucy Rogers led discussion concerning the BEAD Initial Proposal Volume 1 and requested Board approval for submission to the NTIA, having conducted the 30-day public comment with any board input.

Patty made a motion to approve the BEAD Initial Proposal Volume 1 as presented in the Board Packet, with the understanding that there will be some additional language explaining the Fixed Wireless challenge process by staff. Seconded by Laura. No further discussion. Unanimously approved by Patty, Laura, Holly, Brian and Dan.

VI. BEAD Initial Proposal Volume 2 – Board review

Lucy explained the status of the Board's approvals of the BEAD application deliverables, including VCBB's August 28, 2023, submission of Vermont's Five-Year Plan, the Board's recent approval of Volume One of Vermont's Initial Proposal, and the ongoing review of Volume 2. Next steps for Volume 2 include a public comment period from September 15th to October 15th. On affordability, the board suggested some options to consider instead of staff's proposed \$45.00 flat fee, Staff and Vernonburg will continue to write a draft that may allow for more flexibility and still adhere to NTIA guidance. The Board asked if the Sunset Provisions in the Act 71 language would conflict with the BEAD plan. Lucy answered that she would look into that question. *Patty closed. No further discussion and no action taken by the VCBB board.*

VII. Ex parte communications

Patty Richards provided a written recommendation regarding the issue of documents being sent out after the Board packet has been circulated. Patty summarized the memo which was included in Board packet. Patty noted that based on a review of online material as well as discussions with VCBB legal counsel (Toni Clithero), adding new information to Board meetings is allowable but it was recommended that it be done on a limited basis and only when necessary. Patty noted sending out information and documents after a board packet has been circulated is discouraged. Changes to the agenda may be made but action items requiring a vote should be avoided unless it is an emergency or necessary situation. The board discussed the memo and what they would like to see happen regarding sending information after a board packet was circulated. It was suggested to move public comment to the start of the meeting. *Patty made a motion that the Board approve her memorandum regarding how to handle late submission of documents by staff with two changes. The first change was to include an exception for emergency items from staff that require action. The second was an exception for documents from the public that relate to an item on the agenda proposed for action. All documents from staff and the public must be submitted through the Executive Director. Attempts to submit documents to individual Board members would not be allowed. The Board also approved the practice of having public comment at the beginning and end of the meeting, Laura seconded. No further discussion. Motion was approved by Patty, Holly, Laura and Dan.*

VIII. Governmental Affairs

A general concept discussion around Legislative representation. There are several issues that representation would help as some are not going to be resolved easily, and the board would like to see a contract for a Government Affairs person on a year-to-year basis. This person would be accountable to the Executive Director of the VCBB. Christine stated we may have staff that would be willing and able to conduct this type of work. Christine also mentioned staff would have to check on grant requirements to see if we could contract this work out or if we would have to use staff. Christine reported BEAD funding could not be used and would have to investigate other funding. Patty asked if board members had thoughts of any entities or people that would be good, please pass those on to Christine and copy the board. *No further discussion. No action taken.*

IX. VCUDA Updates

With a new Policy coordinator helping out Committees are flourishing. Legislatively, the Policy and legislative committee are talking about some technical corrections and other things that we deferred last year, but the restoring the 20 million dollars, the revenue changes that are being discussed, including the Vermont Universal Service Fund and the Consumer Protection bill and its impact on broadband is high on the list for that group. The Finance Committee issued an RFP over the last month and has selected and hired an individual to help lead the development of the shared services programs that are funded by the Northern Borders Grant. VCUDA advised the CUDS "were happy" with BEAD Volume 1, particularly the attempt to put some more rigorous process around determining addresses served by wireless and how that would be done. VCUDA and most of the CUDs signed a letter to Secretary of Commerce Raimondo and the NTIA, about the letter of credit calling on the NTIA to reconsider the arbitrary requirements for the letter of credit.

X. Public Comment

Irv Thomae commented about the affordability discussion earlier in the meeting and wanted to thank Board members for questioning the flat fee as unrealistic. He does not want to see Vermonter's expectations raised on a number that may not be sustainable. He also commented about service drop being more expensive on mobile homes versus regular homes due to National Electric code that requires utilities to be delivered to a mobile home in conduit versus an overhead drop.

F.X. Flinn, chair of ECFiber, explained their 21 towns served by their business. The method to develop their top line revenue to cover all costs and expenses. The determination was \$100 per customer with at least 6 customers per mile. Currently, they are at 5 customers per mile with an average price of \$104 per customer. We would not be able to go forward with the \$45.00 in place. He would also like feedback from the Board on his and Irv's comments.

Paul Fixx, chair of NEK Fiber, is also concerned with the \$45.00 affordability amount. The BEAD document seems to mention \$75.00, which NEK believes they could sustainably meet with some of their own affordability programs. Paul also mentioned they have a working group that's very carefully looking at possibilities to provide their own affordability program and will try to share some outline of where that might go so that the BEAD proposals might allow independently stood up programs rather than a firm price.

Ellie de Villiers expressed support of Irv's comment about possibly not including a specific target value in the version for public comment. She also pointed out that the affordable connectivity program ("ACP") is projected to run out next year. She agreed that staff should take this up and discuss it with the stakeholders.

XI. Parking Lot

With the Boards approval of the ex parte discussion, that item will be closed. We are adding 2 more items:

1. Is the request to produce an overlay of the BEAD timelines and the grant requests in the upcoming work of the Board.
2. Staff will produce an update to the Board on BEAD versus ARPA requirements.
3. An action item for Governmental Affairs
4. Accountability Policies: Patty confirmed ongoing meetings of working groups. Laura asked if the Sunset Provision could be allowed more time for development as they are trying to create a review process for the board to evaluate reporting recommendations to the Legislature. The board determined a first draft will be due October 9th. Lucy added the next BEAD item for the Board is a vote in November, but some time could be set aside in October to have a conversation and then vote on Volume 2 in November. Staff mentioned a review may also be needed regarding Digital Equity. *The Board confirmed there will not be a special meeting in September.*

XII. New Staff Introductions

Christine introduced the three newest members of the VCBB staff including Chance Payette, Alexei Monsarrat, and Steven Zubkoff.

XIII. Confirm Regular Meeting 10/9 & Motion to Adjourn

No special meeting for the month of September. The next scheduled VCBB Board meeting is Monday, October 9th from 12:00 to 4:00. Patty made a motion to adjourn at 3:46. Motion approved unanimously by Patty, Holly, Laura, Brian, and Dan.

Vermont Community Broadband Board Meeting Monday, November 13th, 2023, 12:00pm – 4:00pm

Draft Minutes

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

Patty Richards called the meeting to order at 12:07 and completed roll call.

- Patty Richards, Chair (Remote)
- Laura Sibilila (Remote)
- Holly Groschner (Remote)
- Dan Nelson (Remote)
- Brian Otley (Not present)
- Christine Hallquist - Staff (Remote)
- Robert Fish – Staff (Remote)
- Toni Clithero – Staff (Remote)
- Steven Zubkoff – Staff (Remote)
- Heryn Herzog – Staff (Remote)
- Lucy Rogers – Staff (Remote)
- Chance Payette – Staff (Remote)
- Alexei Monsarrat– Staff (Remote)
- Kristen Brynga– Staff (Remote)
- Alissa Mathews– Staff (Remote)

Patty Richards made a motion to approve the agenda, seconded by Holly. *The Parking lot should be included in every meeting. Restoration of \$20M funding. Letters for Legislative committees. Otter Creek update. No further discussion. Rule 3.700, Pole Attachment, should be added to the next meeting for discussion. Unanimously approved by Patty, Laura, Holly, and Dan.*

II. Approval of Minutes (August 14 and September 11 Meeting)

Patty made the motion to approve the minutes for the August 14th meeting, seconded by Laura. The Board asked that lines be stricken in the sections marked as Roman Numerals 3 and 6. No further discussion. *Voted in favor of the motion to approve the minutes with the two changes by Patty, Laura, Dan, and Holly.*

Patty made the motion to approve the minutes for the September 11th meeting, seconded by Dan. The Board discussed the level of detail and Patty asked Christine to go over the meeting minutes and bring them back for the next meeting. No further action was taken by the Board. *The Board added Board Policy being published to the website to the Parking Lot as a new item, including the approved Ex Parte Policy.*

III. Public Comment

Irv Thomae commented on the adoption of Board policies regarding the distinction between BEAD funded work and overall Board policy.

Rob Vietzke commented on the process for Board policy adoption and the CUDs' opportunity to review prior to their finalization. Rob also mentioned he hoped the Board would consider the comments made to BEAD Volume 2.

IV. Policy Subgroups and Transfer policy drafting to staff

A draft process proposal for Policy approval, submitted by VCUDA, was discussed. This proposal will continue to be reviewed and added to the next meeting agenda. The proposal will be shared with the Board after Patty and Rob finish the draft. The Board discussed the status of their draft policies for each of the subgroups. A timeline target was suggested for a month from now. The Sunset Provision subgroup is on a different timeline as previously discussed. No further discussion. *No action was taken by the Board.*

V. Personnel Matter - Executive Session

Patty explained the general concept of the item up for discussion and *Laura made the motion to enter Executive Session, seconded by Holly. Christine requested to include herself, Toni, and Rob from staff. Motion passed unanimously by Patty, Holly, Laura, and Dan.*

The Board entered Executive Session at 1:00.

The Board returned from Executive Session at 1:46.

Patty made a motion that the Board authorize staff to put an RFP out for government affairs services with the timeline to bring someone on by January 1st and also instructed staff to do research on how we can fund this RFP effort, seconded by Holly. No further discussion. Unanimously approved by Patty, Laura, Holly, and Dan.

VI. Legislative Priorities

This discussion item was moved to the next meeting. No action was taken by the Board.

VII. ARPA Local Fiscal Recovery Town Match

This discussion item was moved to the next meeting. No action was taken by the Board.

VIII. NTIA Plans – Digital Equity & BEAD updates and discussion

Staff presented a timeline for BEAD and Digital Equity for submission to the NTIA, highlighting a couple of the items. The 5-year action plan was submitted and has been generally accepted. The BEAD initial proposal Volume I was submitted, and we have received and submitted additional comments and edits. For Volume II, we are hoping to receive final comments today to send out the Final Draft for the Special meeting on November 21. Once the NTIA has accepted Volume 1 and Volume 2 has been submitted, the Challenge Process can begin. For Digital Equity, the plan needs to be submitted in February to the NTIA. The first Draft Digital Equity Plan will be reviewed at the November 21 Special meeting. The Public Comment period will begin on December 1. The December and January meetings will be additional reviews for comment for the plan to be approved by the Board in February.

For the BEAD Initial Proposal Volume II, there were a lot of relevant comments received from the public comment period around scoring and sub-grantee selection. Staffed discussed three main subjects, including Sub-grantee Selection, Low-cost affordability, and accountability provisions. Regarding affordability, a straw poll of all those in favor of keeping the affordability \$45 and not to exceed \$75 was conducted and all Board members agreed. Feedback from the Board to be included in the next draft are:

- Grammar and proofreading final pass.
- The number and frequency of acronyms hinders readability.
- Broadband for telehealth for older Vermonters could be emphasized more centrally.
- Scoring should clearly outline that Minimal BEAD Outlay is scored based on the total amount of BEAD funding requested, not the total amount of match included. This is in addition to the considerations of reliability and resiliency.
- Consider receiving bids for only unserved addresses, not both unserved and underserved.
- Include future VCBB Board policies which may pertain to BEAD subgrantees.

- Provide parameters for “lifetime of assets.”

No further discussion. No action taken by the Board.

IX. VCUDA Updates

Rob Vietzke spoke to VCUDA updates regarding affordable broadband, their support of the Northern Border Grant, and an event he attended for DVFiber’s initial customer launch.

No further discussion. No action taken by the Board.

X. Public Comment

Christa Shute wanted to applaud the work done by Staff. She also mentioned that NEK Broadband supports the VCBB’s proposed affordability plan, which includes a range of \$45 to \$75. She also asked if there was any guidance about Starlink versus fixed wireless and what evidence is needed to demonstrate that an off-grid location is not a serviceable location.

XI. Confirm Special Meeting 11/21 & Motion to Adjourn

The next scheduled VCBB Board meeting is Tuesday, November 21st from 8:00 am to 12:00 pm. *Items that were not discussed and the added agenda items will be moved to the 21st meeting. Patty made a motion to adjourn at 3:59, seconded by Laura. Motion was approved unanimously by Patty, Holly, Laura, and Dan.*

DRAFT

Vermont Community Broadband Board Meeting Monday, November 21st, 2023, 8:00am – 12:00pm

Draft Minutes

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

Patty Richards called the meeting to order at 8:01 and completed roll call.

- Patty Richards, Chair (Remote)
- Laura Sibilia (Remote)
- Holly Groschner (Remote)
- Dan Nelson (Remote)
- Brian Otley (Remote), until 11:00am
- Christine Hallquist - Staff (Remote)
- Robert Fish – Staff (Remote)
- Toni Clithero – Staff (Remote)
- Steven Zubkoff – Staff (Remote)
- Heryn Herzog – Staff (Remote)
- Lucy Rogers – Staff (Remote)
- Chance Payette – Staff (Remote)
- Alexei Monsarrat– Staff (Remote)
- Kristin Brynga– Staff (Remote)
- Alissa Mathews– Staff (Remote)

Patty Richards made a motion to approve the agenda, seconded by Brian, with the following changes due to time constraints: Budget, Pole Rule 3.700, and the Executive Session concerning the Executive Director were moved to the next meeting with the current meeting limited to Items 4, 5, 7 and 8. Discussion concerned the late submission of the CV Fiber presentation slides, which should have been submitted at the same time as the Board Packet pursuant to the new Administrative Procedure for Board Packet and Timeliness. *The motion to approve the agenda with changes as follows: Focusing on items 4, 5, 7, and 8. The Legislative Priorities (item 6) should be discussed in an Executive Session. Laura asked for an update from staff on progress on the RFP regarding Legislative Priorities and moving other items to the next meeting. Unanimously approved by Patty, Laura, Holly, Brian, and Dan.*

II. Public Comment

Christa Shute from NEK Broadband commented on the importance of today's approval of the BEAD Volume II submission and asked for all Board members to vote with no abstentions.

III. Approval of Minutes (September 11th Meeting)

Patty tabled the discussion on minutes for the September 11th meeting and would like to have a discussion offline with Christine to reflect on what was discussed. No further discussion. *No action was taken by the Board.*

IV. Approval of BEAD Initial Proposal Volume II

Lucy Rogers discussed that the final revisions to the draft document were technical corrections and reviewed changes to the finalized document. Patty moved to approve the Vermont Community Broadband Board, Vermont Broadband Equity Access and Deployment Initial Proposal Volume II document as presented in redline format, including that staff is authorized to make non-substantive

changes, seconded by Dan. No further discussion. *Unanimously approved by Patty, Laura, Holly, Brian, and Dan.*

V. Digital Equity Plan Review

Britaney Watson presented the Draft Digital Equity plan prior to its public comment period and went over a quick recap of the Digital Equity Timeline presented at the last Board meeting. The First Draft of the Digital Equity plan will be sent to the Board later today and the Board will have about a week to review and provide input prior to the beginning of the Public Comment period. Written Board input can continue beyond the start of the Public Comment period as well. There will be an Update presentation at the next Board meeting on 12/11. *No further discussion. No action was taken by the Board.*

VI. Legislative Priorities including Restoration of Funding include Letters to Committee

This discussion item was moved to after item #8. Toni briefed the Board on the status of the RFP. USF funds will be available to fund the government affairs position. The RFP is slated to be published as soon as possible, if not the week of, then the week after Thanksgiving.

VII. CV Fiber Construction Grant Amendment

Jerry Diamantides and Jennille Smith from CV Fiber presented a PowerPoint regarding a Construction Grant Amendment request. The request was regarding a reduction in the scope of work as there was a realized funding gap due to the rise in material and contractor costs. *The Board and CV Fiber agreed to bring this discussion back to the next Board meeting and an executive session would be needed at that time. The Board will send a list of questions and information needed to Christine for her to forward to CV Fiber to assist in their preparation for the next meeting. No action was taken by the Board.*

VIII. Otter Creek Update

Christine briefed the Board that since the grant agreement between the Board and Otter Creek, another party in the district has received funding and federal obligations to build out their area and their parties are currently in negotiation for a solution that benefits the public at large. *Patty made a motion to move into executive session to discuss proprietary information relative to Otter Creek, seconded by Dan. Christine, Toni, Rob, and Alexei from staff and Laura Black, Larry Corcel, and Caleb Boone for Otter Creek were included with the Board in Executive session. Motion was unanimously voted by Patty, Holly, Laura, Brian, and Dan. Entered Executive Session at 10:55 and returned at 11:41. No further discussion. No action taken by the Board.*

IX. VCUDA Updates

Rob Vietzke congratulated staff, Vernonburg, and everyone involved, on the BEAD Volume II submission and would hold other updates for the regularly scheduled Board meeting.

X. Public Comment

F.X. Flinn, EC Fiber, commented on the 3-year time requirement of cash flow and audited financials to enter the Revenue Bond market. The Bond market is more receptive to newer CUDs with less experience and with EC Fiber getting a rating from S&P is making a big difference.

Patty asked F.X. how much time it would take from the application submittal to the S&P approval rating. F.X. responded that the time period would be approximately 3 months.

XI. Parking Lot

Christine went over the newly added items. The Board asked for more description of the Parking Lot items. Patty asked that the process for approval of working group policy's drafts be in the agenda for December 11th meeting. Item #41 should be reviewed for a status update to close or revise the verbiage. The Administrative Procedure for Board Packet and Timeliness will be posted on the website. Chance was asked to set up a meeting with Patty and Christine to discuss the September 11th Board meeting.

XII. Confirm Special Meeting 12/11 & Motion to Adjourn

The next scheduled VCBB Board meeting is Monday, December 11th from 12:00 pm to 4:00 pm. *Items that were not discussed and the added agenda items will be moved to the 11th meeting. Patty made a motion to adjourn at 11:58, seconded by Dan. Motion was approved unanimously by Patty, Holly, Laura, and Dan.*

DRAFT

VCBB Town Match Program For Broadband

Proposed Board Motion: To approve the matching of \$2,832,916 in funds contributed by 57 Vermont Towns using ARPA funds re-allocated from towns that have yet to take advantage of the ARPA broadband funds. The funds will be deployed in the following amounts: Chittenden County CUD (\$50k), CVFiber (\$863k), DVFiber (\$217,852), WCVT (\$243,830), Lamoille FiberNet (\$225,900), Maple Broadband (\$415k) and NEK Broadband (\$816,334). Staff shall amend construction grant agreements or allocations if no construction grant agreement in place to reflect the provided match. Staff shall also a conduct a final review to ensure the uses of the match funds are compliant with the Treasury requirements.

To-Date: 57 Towns Have Committed \$2,832,916

Chittenden Cnty Total Broadband Match:	
	\$50,000

Shelburne	\$50,000
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CVFiber Total Match:	
	\$863,000

Cabot	\$50,000
Calais	\$200,000
Duxbury	\$20,000
East Montpelier	\$100,000
Middlesex	\$100,000
Moretown	\$50,000
Northfield	\$90,000
Orange	\$30,000
Plainfield	\$30,000
Roxbury	\$20,000
Washington	\$20,000
Waterbury	\$50,000
Woodbury	\$50,000
Worcester	\$53,000

DVFiber Total Match:	
	\$218,852

Brookline	\$5,000
Guilford	\$30,000
Halifax	\$50,000
Jamaica	\$22,100
Marlboro	\$24,652
Newfane	\$15,000
Readsboro	\$20,000
Stamford	\$7,500
Wardsboro	\$20,000
Wilmington	\$10,000
Windham	\$14,600

WCVT Total Match To-Date:	
	\$243,830

Bolton	\$200,000
Charlotte	\$43,830

Lamoille FiberNet Broadband Total Match:	
	\$225,900

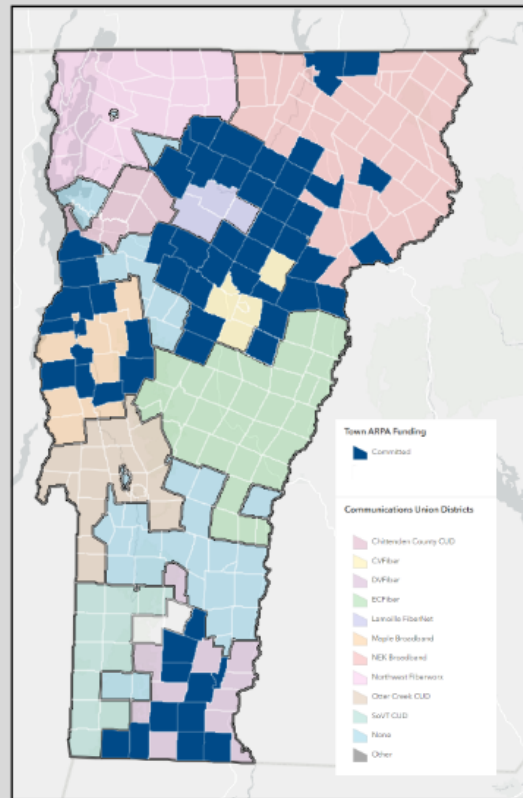
Belvidere	\$10,900
Cambridge	\$25,000
Eden	\$50,000
Hyde Park	\$25,000
Johnson	\$50,000
Waterville	\$50,000
Wolcott	\$15,000

Maple Broadband Total Match:	
	\$415,000

Bridport	\$40,000
Cornwall	\$50,000
Ferrisburgh	\$50,000
Lincoln	\$35,000
Monkton	\$50,000
Panton	\$50,000
Ripton	\$25,000
Salisbury	\$30,000
Waltham	\$45,000
Weybridge	\$40,000

NEK Broadband Total Match:	
	\$816,334

Burke	\$56,500
Derby	\$72,417
Glover	\$41,267
Greensboro	\$31,917
Groton	\$40,800
Hardwick	\$139,800
Holland	\$123,833
Peacham	\$30,000
Ryegate	\$76,000
Walden	\$40,000
Waterford	\$110,883
Wolcott	\$52,917



Estimated BEAD Timeline as of December 5, 2023

(Digital Equity Timeline is included in gray)

Start Date	End Date	Activity	Notes
Past Actions			
28 Aug 23		VCBB submits Five Year Action Plan to NTIA	
11 Sep 23		VCBB Board previews Initial Proposal Volume 2 and provides initial feedback	
15 Sep 23	15 Oct 23	Initial Proposal Volume 2 Public Comment period	
18 Sep 23		VCBB submits Initial Proposal Volume 1 to NTIA	
15 Oct 23	1 Nov 23	VCBB revisions to Initial Proposal Volume 2 based on board and public feedback	
1 Nov 23	7 Nov 23	Final comment period for Initial Proposal Volume 2	This was not required by NTIA, it was an additional comment period VCBB held
13 Nov 23		VCBB Board provides final feedback on Initial Proposal Volume 2	
21 Nov 23		VCBB Board votes on Initial Proposal Volume 2	
21 Nov 23		VCBB Board provides comments and ideas on Digital Equity Plan Overview Presentation	
22 Nov 23		VCBB submits BEAD Initial Proposal Volume 2 to NTIA	Required before challenge process can begin
Current and Future Actions			
Ongoing	30 Nov 23	Preparation for BEAD challenge process	VCBB deconflicts ARPA Act 71 and federal grants and provides public with challenge process information
<i>Est. mid-December (Determined by NTIA)</i>		NTIA Approves BEAD Initial Proposal Volume 1	Required before challenge process can begin
1 Dec 23	31 Dec 23	Digital Equity Public Comment Period	
<i>Est. 18 Dec 23</i>	26 Jan 24	BEAD challenge and rebuttal process	A preliminary list of BEAD eligible locations will be published prior to Dec. 1

Current and Future Actions			
11 Dec 23		VCBB Board provides comments and ideas on Digital Equity public comment draft	
8 Jan 24	1 Mar 24	VCBB adjudicates challenges and conducts final de-duplication	
8 Jan 23		VCBB Board provides Digital Equity post-public comment period comments and feedback	
12 Feb 23		VCBB Board votes on Digital Equity plan; Digital Equity plan submitted to NTIA	Required submission date to ensure 45 day curing before end of Digital Equity period of performance
15 Feb 24 <i>(Determined by NTIA)</i>		NTIA Approves BEAD Initial Proposal Volume 2	Required before pre-proposal window opens
1 Mar 24		VCBB publishes final list of all BEAD eligible locations and submits to NTIA for approval.	
1 Mar 24	1 Apr 24	Pre-proposal window open for prospective subgrantees	
28 Mar 23		End of Digital Equity period of performance	
1 Apr 24	15 Apr 24	VCBB pre-proposal review	Ensure all unserved locations will be included within a full proposal
15 Apr 24	15 May 24	Full proposal window open	
15 May 24	4 Jun 24	VCBB subgrantee initial selection and negotiation process	
10 Jun 24		Present scoring and negotiation result and selection recommendations to the VCBB Board for approval or revisions.	
11 Jun 24		Notify all applicants of the results of the evaluation process	Those eligible for initial 20 percent of funding may begin deployment activities.
24 Jun 24		VCBB submits final proposal to NTIA	Due 365 days after approval of Initial Proposal by NTIA
31 Aug 24 <i>(Determined by NTIA)</i>		Final Proposal approved by NTIA	Remaining subgrantees may begin deployment activities

Proposed Legislative priorities for 2024 session

	Subject Matter	Proposal	Recommendation
1.	Reinstatement of \$20M borrowed for flood relief	Consider broadening the language of the appropriation to include all potential BEAD requirements including letters of credit and potentially performance bonds	Prepare proposed language and share with Board at December meeting
2.	Affordability	<p>Create an affordability fund to complement the federal Affordable Connectivity Program (ACP) with the following potential funding streams</p> <ul style="list-style-type: none"> • The USF (based on fees charged to all phone numbers (mobile and VOIP in addition to traditional Plain Old Telephone Service (POTS) lines • Savings from implementing an exemption from the Rule 3.700 pole attachment tariff for publicly owned broadband infrastructure or infrastructure located in un/underserved areas • Fees paid by nonpublic broadband providers to VTrans for use of the Right of Way for broadband infrastructure • Require landlords of multiple dwelling units to include the cost of broadband in rent and nonexclusive access to conduit to allow competition from other broadband providers and promote fiber broadband deployment • Require owners of mobile home communities to include the cost of broadband in lease payments and nonexclusive access to conduit to allow competition from other broadband providers and promote fiber broadband deployment 	Complete research and outreach to identify potential litigation and other risks and prepare any appropriate recommended language
3.	H-0419, Consumer Protection/Privacy Bill	Staff is proposing that we add a review and discussion of this important proposed legislation to our December meeting. It appears that this legislation would provide a statewide baseline of	Add to agenda for December meeting

		consumer protections similar to what the Board is requiring in its Consumer Protection provisions in its grant agreements involving CCI and WCVT.	
4.	Technical Corrections	<ul style="list-style-type: none"> • Updating the definitions in Act 71 to align with BEAD to allow the use of a single state map of served/underserved/unserved locations (e.g., 25/3 is underserved in Act 71 and unserved in BEAD) • VCUDA will address the following: <ul style="list-style-type: none"> ○ Changing the date of the annual CUD reporting; and ○ Providing a process for the merger of CUDs 	VCBB will address in December meeting; VCUDA will include in its comments

Proposed Process for VCBB Policy Approval

1. Working Group or Sub-Group provides input for the development of Draft Policy
 - Sub-Group chair (member of the VCBB Board) determines when a draft policy is ready for review.
2. VCBB Staff and Counsel Review Draft Policy
 - Review Statutory Authority and make recommendations if necessary.
 - VCBB Staff review compatibility with current programs and activities including any conflict with other policies, overlap, concerns, etc.
 - Staff should also include implementation instructions (date to be implemented, any transitional, grandfathering or financial implications, etc)
3. After Sub-Group , Staff and Counsel Review, Draft is posted
 - Posted on VCBB website for public comment (no less than 5 business days)
 - Comments are shared with Board Chair, Sub-Group Chair, Exec. Director and Counsel.
 - Sub-Group Chair decides to make further revisions or proceed to full Board of the VCBB.
4. Final Draft including in Board packet as part of standard Board meeting and public notice process.
5. Board Meeting
 - Final public comment is considered prior to vote on policy prior to final Board vote.
 - Board discusses policy and has option to send back to working sub-group.
 - Board approves policy, including the date the policy goes into effect and any implementation instructions.



VCBB

Vermont Make Ready Policy

PUC Rule 3.700

https://puc.vermont.gov/sites/psbnew/files/doc_library/Rule-3.700-pole-attachment.pdf

Christine Hallquist
Christine.Hallquist@vermont.gov



Background

- **This Rule governs the attachment of lines, wires, cables, or other facilities by any Attaching Entity seeking to attach to a pole owned by a Pole-Ownning Utility**
- **Established 20+ years ago to stop the hustle used by pole owners to charge unreasonable fees for attaching entities**
- **Covers both the upfront installation costs as well as ongoing (annual) tariffs**
- **Established via the Public Service Commission through public hearings and workshops**
- **Pole owners include Electric Cooperatives (Electric Cooperatives are regulated in Vermont)**

Tariffs

- Pole owners must file a tariff for approval by the PUC
- The tariff can be established by the pole-owning utility with attachees
- If no agreement is reached, the PUC uses the following formula

$$\left[\begin{array}{c} \text{Annual} \\ \text{Rental} \\ \text{per Pole} \end{array} \right] = \left[\frac{\text{Space Occupied by Attachments}}{\text{Total Usable Space}} \right] \times \left[\begin{array}{c} \text{Net} \\ \text{Investment} \\ \text{per Pole} \end{array} \right] \times \left[\begin{array}{c} \text{Carrying} \\ \text{Cost} \\ \text{Ratio} \end{array} \right]$$

Right of Access

(appealable)

- A Pole-Ownning Utility may deny access for reasons of safety, reliability or engineering reasons
- A Pole-Ownning Utility may not favor itself over any Attaching Entity, nor reserve access
- Broadband Service Providers and wireless telephone providers shall be authorized to have antennas installed within or above the electric supply space
- Exclusive Access Prohibited

Application Timelines

- A Pole-Ownning Utility shall notify within 10 business days after receipt acceptance of an application
- Resubmitted application shall be deemed complete within five business days after its resubmission
- A Pole-Ownning Utility shall complete a Make-Ready survey within 45 days (or within 60 days in the case of larger orders)
- Pole-Ownning Utility shall notify within 5 business days and in writing all known Attaching Entities that may be affected by the Make-Ready.

Time to Complete Make-ready

- Set a date for completion of Make-Ready work that is no later than 60 days after notice (previous slide)
- Exceptions –
 - Pole-Owning Utility shall apply the time periods described to surveys and Make-Ready work on the lesser of 300 poles or 0.5 percent of the Pole-Owning Utility's poles in Vermont.
 - A Pole-Owning Utility may add 15 days to the survey period and 45 days to the Make-Ready period to larger orders up to the lesser of 3,000 poles or 5 percent of the Pole-Owning Utility's poles in Vermont
 - Time periods may be modified by agreement between the Pole Owning Utility and the Attaching Entity.

Other Key Points

- If the Pole Owning utility cannot meet time-lines, then the attaching entity has right to hire qualified outside contractors to do the work
- No dual poles - Pole Owning Utility shall have 90 days from the date of installation of the new utility pole to remove the obsolete pole
- Cost of replacement is determined by depreciated value (utility cannot charge full replacement costs)
- Force majeure is considered
- Complaint resolution procedure included

GMP Status

- Working closely with the CUDs to reduce the invoices – meetings have resulted in \$1million in savings
- Will not go back into previous fiscal years which means two of the CUDs were not able to participate in the savings
- Has agreed to extend the pole credits for unserved customers beyond March 2024 (\$4 million in savings so far)
- Undergrounding would be expensive for the CUDs
 - minimum \$40k/mile impact
 - targeted for storm exposed areas
 - CUDs are working closely – minimal impact



Final Questions or Comments?

VCBB Board Budget FY24 QTR 1 Update

Budgets by State Fiscal Year

Operating		
Category	FY24	Total
+ Board Costs	28,000.00	28,000.00
+ Equipment & Software	10,000.00	10,000.00
+ Internal Service Fees	162,035.36	162,035.36
+ Misc Costs	5,000.00	5,000.00
+ Non-state Contractual	2,531,039.40	2,531,039.40
+ Other Personnel Costs	5,286.60	5,286.60
+ Personnel	1,463,466.63	1,463,466.63
+ State Contractual	1,896,258.84	1,896,258.84
+ Supplies	2,000.00	2,000.00
+ Travel & Training	42,500.85	42,500.85
Total	6,145,587.68	6,145,587.68

Capital (Grants)

Category	FY24	Total
<input type="checkbox"/> Capital Grants	129,100,000.00	129,100,000.00
ARPA Capital	90,500,000.00	90,500,000.00
ARPA SFR (Act 74)	37,500,000.00	37,500,000.00
One-time General Fund	1,100,000.00	1,100,000.00
Total	129,100,000.00	129,100,000.00

Fiscal Year Category	FY24			Total		
	Sum of Budget	Sum of Expenses	Budget Used	Sum of Budget	Sum of Expenses	Budget Used
Capital Grants	129,100,000.00	8,476,226.40	6.57%	129,100,000.00	8,476,226.40	6.57%
ARPA Capital	90,500,000.00			90,500,000.00		
ARPA SFR (Act 74)	37,500,000.00	8,476,226.40	22.60%	37,500,000.00	8,476,226.40	22.60%
One-time General Fund	1,100,000.00			1,100,000.00		
Non-state Contractual	2,531,039.40			2,531,039.40		
State Contractual	1,896,258.84	419,139.16	22.10%	1,896,258.84	419,139.16	22.10%
Federal	1,457,718.84	372,074.13	25.52%	1,457,718.84	372,074.13	25.52%
USF	438,540.00	47,065.03	10.73%	438,540.00	47,065.03	10.73%
Personnel	1,463,466.63	283,433.41	19.37%	1,463,466.63	283,433.41	19.37%
USF	725,407.80	156,318.93	21.55%	725,407.80	156,318.93	21.55%
Federal	589,656.06	117,807.57	19.98%	589,656.06	117,807.57	19.98%
AoA One-time ARPA	148,402.77	9,306.91	6.27%	148,402.77	9,306.91	6.27%
Internal Service Fees	162,035.36	14,316.90	8.84%	162,035.36	14,316.90	8.84%
Federal	109,035.36			109,035.36		
USF	53,000.00	14,316.90	27.01%	53,000.00	14,316.90	27.01%
Travel & Training	42,500.85	3,951.05	9.30%	42,500.85	3,951.05	9.30%
Board Costs	28,000.00	5,250.00	18.75%	28,000.00	5,250.00	18.75%
Equipment & Software	10,000.00	1,397.00	13.97%	10,000.00	1,397.00	13.97%
Other Personnel Costs	5,286.60	476.52	9.01%	5,286.60	476.52	9.01%
Misc Costs	5,000.00	1,824.91	36.50%	5,000.00	1,824.91	36.50%
Supplies	2,000.00	184.69	9.23%	2,000.00	184.69	9.23%
Total	135,245,587.68	9,206,200.04	6.81%	135,245,587.68	9,206,200.04	6.81%

Operating

Information is FY23 thru
9/30/23

% budget spent: 6.81%

% Remaining: 93.19%

FEDERAL:
includes BEAD, NBRC
Digital Equity

does not include
H.315 & Grants to
CUDs

**Information is
7/1/21 thru 9/30/23**

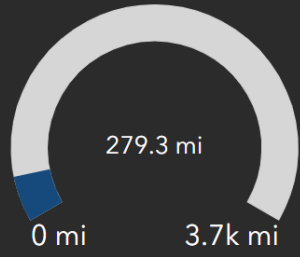
**Operating #2
Year to Date Totals**

does not include
H.315
Grants to CUDs

**FEDERAL:
includes BEAD
Digital Equity
NBRC**

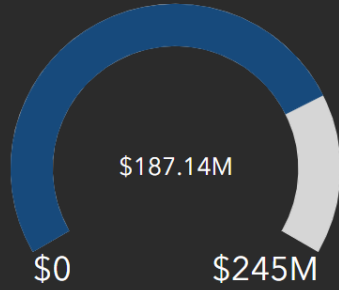
Category	Sum of Budget	Sum of Expenses	Budget Remaining	Expenses % of Total	Remaining % of Total
Capital Grants	242,000,000.00	73,048,744.18	116,691,264.51	95.91%	88.69%
Personnel	11,067,375.48	1,592,147.81	9,475,227.67	2.09%	7.20%
State Contractual	2,634,260.00	1,277,451.41	602,927.59	1.68%	0.46%
Internal Service Fees	906,352.08	118,372.87	787,979.21	0.16%	0.60%
Travel & Training	202,620.25	45,108.44	157,511.81	0.06%	0.12%
Board Costs	140,000.00	35,290.94	104,709.06	0.05%	0.08%
Equipment & Software	50,000.00	26,878.65	23,121.35	0.04%	0.02%
Misc Costs	25,000.00	10,102.09	14,897.91	0.01%	0.01%
Other Personnel Costs	10,573.20	2,753.75	7,819.45	0.00%	0.01%
Supplies	10,000.00	1,586.54	8,413.46	0.00%	0.01%
Non-state Contractual	3,707,111.21		3,707,111.21		2.82%
Total	260,753,292.22	76,158,436.68	131,580,983.23	100.00%	100.00%

Funding	Sum of Budget	Sum of Expenses	Budget Remaining	Expenses % of Total	Remaining % of Total
☐ ARPA SFR (Act 74)	150,000,000.00	75,005,803.26	22,734,205.43	98.48%	17.28%
☐ Federal	9,018,154.03	859,247.43	7,405,025.60	1.13%	5.63%
☐ USF	4,942,655.06	228,749.42	4,713,905.64	0.30%	3.58%
☐ AoA One-time ARPA	292,483.13	43,365.13	249,118.00	0.06%	0.19%
☐ ARPA Capital	95,000,000.00		95,000,000.00		72.20%
☐ One-time General Fund	1,500,000.00		1,500,000.00		1.14%
Total	260,753,292.22	76,137,165.24	131,602,254.67	99.97%	100.02%



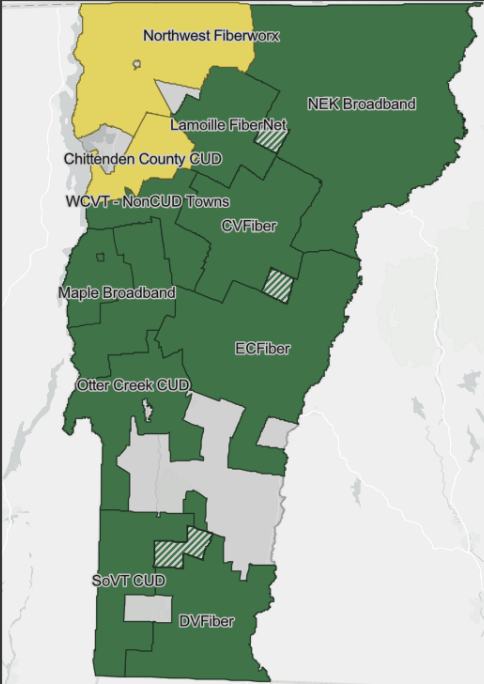
Miles Completed

Last update: 2 minutes ago



Total Obligated Act 71 Grant Funding

Last update: 1 minute ago



VCGI, Esri, HERE, Garmin, FAO, NOAA, USGS, EPA, NPS Powered by Esri

Act 71 Construction Grants to Date

CVFiber \$14,200,118

DVFiber \$21,945,429

ECFiber \$13,227,657

Maple Broadband \$10,843,386

NEK Broadband \$38,805,525

Lamoille FiberNet \$13,588,636

Otter Creek CUD \$9,952,273

SoVT CUD \$9,009,085

WCVT - Maple Broadband \$9,000,000

Last update: 1 minute ago

\$148.92M

Total Awarded for Construction Grants

Last update: 1 minute ago

\$28.4M

Total Awarded for Pre-Construction Grants

Last update: 1 minute ago

\$9.82M

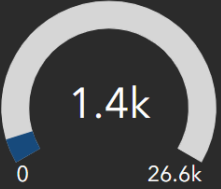
Total Awarded for Pre-Project Materials

Last update: 1 minute ago

\$73.05M

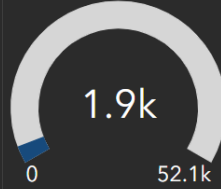
Total ARPA Funding Spent

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Eligible Addresses Completed

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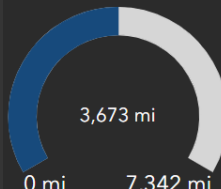
Total Addresses Passed

Last update: 2 minutes ago

486

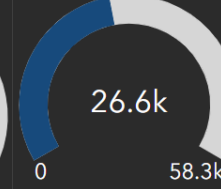
New Fiber Customers

Last update: 2 minutes ago



Project Miles Funded

Last update: 1 minute ago



Eligible Addresses Funded

Last update: 1 minute ago

Funding Progress

Funded Project Progress

Funding Progress

Funded Project Progress

WCVT - NonCUD Towns \$8,348,243

Act 71 Pre-Project Materials Funding

CVFiber \$6,000,000

DVFiber \$1,108,800

Maple Broadband \$781,284

NEK Broadband \$1,353,915

Lamoille FiberNet \$281,652

Northwest Fiberworx \$295,450

Act 71 Pre-Construction Grants to Date

CVFiber \$2,804,667

DVFiber \$4,111,318

ECFiber \$2,841,130

Maple Broadband \$4,202,083

NEK Broadband \$6,670,000

Lamoille FiberNet \$2,563,363

Northwest Fiberworx \$3,558,933

Otter Creek CUD \$1,349,936

Chittenden County CUD \$300,000

#	Priority	Item	Date entered	Assigned to	Resolution and date
		Post Ex Parte Policy on website	11/21/23	Staff	Completed
54		Prepare RFP for lobbyist	11/21/23	Toni	Completed
53		a timeline regarding CV for the funding and exhausting other opportunities	11/21/23	Toni	
52		explain the legal basis for the board acting on CV fiber and a summary of all concerns	11/21/23	Toni	
51		Sub Grantee Application scoring criteria policy	11/13/23	Staff	In Volume 2 of the BEAD plan
50		Ensure BEAD submittal has adequate acronym boxes	11/13/23	Staff	Completed
48		Policy development Timeline, if needed	11/13/23	Patty	
47		Process for Approval of Working Group Policy drafts	11/13/23	Rob V/ Patty	Schedule December meeting
46		Create folder on VCBB website for Board Policies, starting with Ex parte Communications	11/13/23	Staff/	Patty sent memo to Board members
45		Revise September 11 meeting minutes	11/13/23	Christine	Completed
44		Letters/memos to House and Senate Appropriations Committees			
42	1	Produce an overlay of the BEAD and ARPA timelines	09/11/23	Christine Hallquist	Included in the November meetings – will continue to include in every Board packet

		and the grant request timelines in the upcoming work of the Board.			
43	1	Propose strategy for Government Affairs	09/11/23	Christine Hallquist	RFP available publicly – 13 firms notified – close of RFP will be December 15
35	1	Patty Richards to lead the Board in a response to the auditor’s report	04/10/23	Board	On going
37	1	Develop Construction Standards ¹	07/18/23	Dan Nelson/Christine Hallquist	Draft standard available – not yet posted for public comment
38	1	Annual Report Submission List ²	07/18/23	Holly Groschner/Christine Hallquist	On going
39	1	Develop Grantee agreement that VCBB will operate the system in the event of failure to comply	07/18/23	Christine Hallquist/ Brian Otley	Posted for public comment – Board discussion and approval December 11
40	1	Develop Lien for the VCBB funded network and components ³	07/18/23	Christine Hallquist / Holly Groschner	On going
41	1	Policy for certification of Grantee compliance to Performance and Operating Standards	07/18/23	Patty Richards/Christine Hallquist	On going
36	1	Determine what restrictions exist for ex parte communications	07/18/23	Patty Richards	Passed policy at 09/11/23 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.

³ Include sunset provision for the Lien

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	CH	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		Patty Richards to lead this 12/12/22.
25	2	Host workshop for the CUDs on Uniform Guidance	8/8/22	CH	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	11/14/22		Completed in the November 28 Board meeting.

		from Staff (press releases, legislative presentations,			
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		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	CH	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 IIJA program.
8	2	Policy on “Material Default” see §8086(c)(2)	11/1/21	board	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	CH	Completed
7	1	Make Ready Construction – policy: part of §8085 grants or not?	11/1/21	board	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	RF	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	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& board (LS)	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	CH/Legal	The RFP and construction schedules will be public.

13	2	USP & contiguous CUD construction- policy	11/22/21	Board LS/HG	Completed. Addressed in the Construction RFP.
14		Legislative Consideration – Purchase of consolidated services/goods	11/29/21		Not needed.