



**CV FIBER BUSINESS DEVELOPMENT COMMITTEE MEETING MINUTES**  
GoToMeeting (virtual meeting only)  
January 5, 2021

**Members Present:**

Michael Birnbaum (Plainfield), David Healy (Calais), Jeremy Matt (Plainfield), Ray Pelletier (Northfield), Jerry Diamantides (Berlin), Greg Kelly (Barre City), Siobhan Perricone (Orange), Ken Jones (Montpelier)

**Others Present:**

Henry Amistadi (Duxbury), Chuck Burt (Moretown), Tom Fisher (East Montpelier), Sam Rosenberg

**Called to order:** 5:31PM by David Healy via GoToMeeting

**Additions to the Agenda:**

- David Healy wants to move the Phase I route discussion to the next meeting.
- Chuck Burt is going to provide an update on COOS Systems
- Tom Fisher suggested a discussion of policy related items

**Public comment:**

- None

**Approval of the December 17, 2020 meeting minutes:**

- Siobhan Perricone noted that she had not received the December 17, 2020 minutes and asked that approval be delayed until she has a chance to review them.

**Update on: Canvassing Results:**

- David Healy reported on the progress that the canvassers made. They will make a 10-minute presentation to the next board meeting.
- Henry Amistadi asked if Duxbury was included in the canvassing activity. David Healy said that he is not sure if they did the literature drops there.
- David Healy will put out a data summary tomorrow

**CUD Grant Update on FTTP Projects:**

- David Healy reported that he has not heard from Rob Fish in the last couple days, but that Rob had previously said that our grants were not officially withdrawn so they are still good to go. David said that according to Rob we would not need to revise based on changing locations within Moretown. David

also reported that the buildout of the proposed VELCO fiber line (to be constructed in 2021) is going to run on regular poles coming through Calais which means that this fiber may be accessible to provide service to customers. Ken Jones asked what this means for us. David Healy said that WEC is putting up the fiber so we will need to talk with WEC about the details on how this will work.

- Ray Pelletier suggested that we should request that ValleyNet send us a proposed contract soon
- MOTION (David Healy second Jeremy Matt) to revise the proposed Moretown CUD grant project for DPS approval. Tom Fisher pointed out that this action already has board approval. Motion withdrawn by David Healy.

### **RFP for Pole Inventory Makeready:**

- Ray Pelletier said that the pole inventory RFP is in good shape (although the Phase I route needs some definition), but we do not have enough info yet to complete the other RFPs.
- Jerry Diamantides suggested that we might be able to use Fred at Interisle to fill in the gaps on the more technical RFPs. Greg Kelly said that he thought this was a good idea
- Greg Kelly asked about the schedule. Ray Pelletier said that he is anticipating the RFP to go out at the end of January with questions due in the first week and about 4 weeks to respond. Greg Kelly said that it should include some statement that the *Pole Survey with Utilities* task must occur whenever WEC is available.
- MOTION (Siobhan Perricone second Ken Jones) to submit the Pole Inventory RFP to the board for approval pending review of comments to be submitted by Greg Kelly. Passed unanimously. No discussion

### **Job Description for Project Manager/Executive Director:**

- Siobhan Perricone asked if David Healy has talked to the Regional Planning Commission. David Healy said that he has not talked to Bonnie Wanniger yet, but he has a call with her tomorrow.
- Siobhan Perricone said that not much needs changing as the document has already been vetted and submitted once but wanted some input on some items. There followed substantial discussion of the process for submitting the job description to the board for approval. It was decided that Siobhan would send the document out to the Business Development Committee for review and edits with responses due to Siobhan by Friday. Siobhan will collate the revisions over the weekend and the Business Development Committee will meet at 5:30 on Tuesday January 12, 2021 to vote on submitting the job description for board approval.

### **Update Business Development Committee Charter:**

- David Healy said that he is not sure if the Business Development Committee had a charter when we started, but he wanted to know if people think the Business Development Committee is taking on too much. For example, David said that he thinks that the Project Manager job description should have been executive committee task.
- Jerry Diamantides noted that there are only so many people doing stuff and it may be the Business Development Committee doing stuff regardless.

- Greg Kelly thinks that the workload will go up a lot and thinks that it is maybe time to split off some of the work to different committees
- Michael Birnbaum thinks the Business Development Committee should instead be the “Planning and Development Committee” and that the finance stuff should be sent over to the Finance Committee
- Siobhan Perricone pointed out that she is the only currently active member of the Finance Committee (which consisted of Rama as chair, Allen Gilbert, Phil Hyjek, and Siobhan Perricone). Siobhan Perricone said that she thinks that this committee to be reconstituted and told to do their job.

#### **Update on COOS systems:**

- Chuck Burt has been digging into the COOS system. He has identified some deficiencies (in particular, a lack of flexibility in terms of importing survey data that was not collected using COOS) but he thinks he can work around these deficiencies. He said that we need to define service areas before we can get COOS up and running. There was discussion of what addresses to include.

#### **Policy in RFP:**

- Tom Fisher (referencing the standard contracting language from the State of Vermont included in the Pole Inventory RFP) asked if CVFiber should adopt something similar as a broad policy. David Healy pointed out that a lot of the requirements in the standard contracting language (for example the language covering conflict of interest) are already included in existing CVFiber policies.

#### **Roundtable:**

- Henry Amistadi said he thinks that there should be a standard list of things to bring up and review during each meeting.

#### **Meeting Adjourned at 6:12PM**

Respectfully submitted,  
Jeremy Matt, Clerk