



CV FIBER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

GoToMeeting (virtual meeting only)

January 21, 2021

Members Present:

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

Others Present:

Henry Amistadi (Duxbury), Tom Fisher (East Montpelier), John Morris (Marshfield), Phil Cecchini (Barre Town)

Called to order: 5:32PM by David Healy via GoToMeeting

Additions to the Agenda:

- Jeremy Matt asked about the status of the December 17, 2020 minutes. David Healy said that he would have to investigate that and get back to the committee. He thinks that Tim Shea drafted them.

Public comment:

- None

Approval of the January 5, 2020 meeting minutes:

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the January 5, 2020 minutes as drafted. No discussion. Passed unanimously.

Job Description for Project Manager:

- Siobhan Perricone shared the text of the job description and there was discussion of minor edits to the document.
- MOTION (Jeremy Matt second Siobhan Perricone) to approve the Project Manager job description as revised during the meeting. Pass Unanimously. Discussion:
 - Michael Birnbaum said he was concerned that the information on the dashboard could put us a competitive disadvantage. He said that we should not do a dashboard during planning, engineering, and design but that once construction starts, he thinks a dashboard would be fine. Ray Pelletier responded that the dashboard would inform the public etc. Greg Kelly said we should have a dashboard and we can discuss what goes on the dashboard later.

- Michael Birnbaum noted that we might decide before 6-months that the Project Manager is not working out and suggested that we might need some sort of a review period or some sort of out. Ray Pelletier said that we would put that in the contract but that it does not need to be in the job description.
- Phil Cecchini noted that we might want to make it clear that we are hiring a contractor not an employee. Ray Pelletier responded that we might be able to hire an employee through the RPC and that he does not want to limit the potential applicant pool.

RFP for Pole Inventory Makeready Final Edits:

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the RFP as presented. Pass unanimously. Discussion:
 - Ray Pelletier said that his understanding was that the Governing Board had given direction on the RFP and had approved submitting following revisions. Therefore, he said that he does not think that it needs to go back to the board. He asked if anyone else attending the meeting thought differently. No one responded that they thought it needed to go back to the Board.
 - Ray Pelletier reviewed the RFP timeline.

Updating Master Schedule:

- David Healy asked if anyone had been updating the master schedule. Ray Pelletier said that he had asked for information with the intent of updating the schedule but had not received any responses.
- Henry Amistadi asked about paying someone to do this. David Healy said that the RPC might be able to do this.

Adopt Business Development Charter:

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the updated committee charter as presented by David Healy. Passed unanimously. No Discussion

Review Proposed RFP Statement on Transparency:

- Ray Pelletier discussed the purpose of the statement.
- Tom Fisher asked if there should be a section about NDAs. Ray Pelletier noted that the NDA section as taken out of the pole inventory RFP because the RFP is general and there are no details regarding our initial routes. We will require NDAs when we send out requests for bids, but he said that he does not think that the transparency statement requires a section on NDAs.
- MOTION (Jeremy Matt second Jerry Diamantides) to approve the transparency statement as drafted by Ray Pelletier and to put the text on the website. Pass unanimously. Discussion:
 - Henry Amistadi asked if any thought had been put into how the data would be stored on the website.

CUD Grant Update on FTTP Projects:

- David Healy reported that he has talked to Rob Fish about the grant money the Department of Public Service will be receiving from the Northern Borders Regional Commission (NBRC). David said that the Department is waiting on contract documents from NBRC. Once those contract documents are received

the Department needs to go to the legislature to get approval to accept the grant. David said that Rob expects this to be completed sometime around the end of February. Because we are planning on using some of these funds for pole inventory and make ready this could delay our projects.

- David Healy reported that the Department of Public Service is required to give the legislature a full accounting of all the CARES funding they spent on broadband before the legislature will extend the deadline. This means that our FTTP projects in Moretown and Roxbury are on hold. David did not have a timeline for when this funding would be released.
- Jeremy Matt asked about the status of the VEDA matching funds. David Healy said that we should bring this up with the Department of Public Service. David also noted that in discussions VEDA has had at the VCUDA meetings it sounded like VEDA would not require a completed engineering study. Michael Birnbaum pointed out that the VEDA is a loan and that the funds are not matching funds in the grant sense. VEDA has said that they will fund no more than 90% of the cost of a project; these funds are to make up the other 10%. Jerry Diamantides noted that he is revising the business plan for submittal to VEDA.

CVRPC proposal for CVFiber admin support:

- MOTION (Jeremy Matt second David Healy) to table discussion of the CVRPC proposal until next meeting to allow people time to review it. Passed unanimously. No discussion.

Roundtable:

- Henry Amistadi said he has completed summaries of the survey results on a town-by-town basis and that he would be sending these out to board members.
- John Morris asked what the criteria was for determining the routes in the Feasibility Study. David Healy and Michael Birnbaum discussed the criteria that were used in the Feasibility Study.

Meeting Adjourned at 6:42PM

Respectfully submitted,
Jeremy Matt, Clerk