

CVFiber Planning and Development Committee Charter Smooth Draft (1/11/21)

Planning and Development Committee Charter (PDC)

Adopted by the Board: January 26, 2021

A. Background:

The mission of CVFiber is to bring fast, reliable and affordable highspeed Internet to the residents, businesses, and government agencies of its twenty-member communities.

To that end CVFiber must develop plans for and construct a financially viable, fiber-to-the-premises (FTTP) and fixed wireless network infrastructure for a project that will require significant planning, numerous contracts, and four or more years to build out.

The PDC provides the Governing Board with recommendations for the planning, priorities, and construction, and oversight of the project.

B. PDC Responsibilities:

1. The PDC will:

- a. Develop a rolling three-year Master Plan for Board review and adoption
- b. Develop an annual strategic activity plan, which shall be presented to the Board no later than July 1st to facilitate preparation of the budget and Annual Reports in a timely manner
- c. Maintain a master schedule of annual activities and assignments
- d. Maintain a public Dashboard showing status of all ongoing development contract work
- e. Conduct planning and related studies as approved by the Board
- f. Recommend network development priorities
- g. Manage surveys, topographic records, pole audits and other data related to planning, contracting, and construction, as well as mapping and related support activities.
- h. Draft and recommend statements of work for development-related RFPs
- i. Review development-related proposals and make recommendations to the Board
- j. Work with local, state, and federal agencies as necessary, such as the Department of Public Service, Public Utilities Commission, and ...
- k. Develop and propose agreements, MOUs with partner organizations
- l. Oversee Project Manager
- m. Participate with other CVFiber committees with at least one PDC member a member on each of the other CVFiber committees.

2. Reports

The PDC shall report to the Board at least monthly, more often as circumstances dictate, or as requested by the Board.

3. Mailing list: cvfiber-business-development@googlegroups.com

C. Members:

Membership may include Delegates, Alternates, and community members appointed by the Board.

Members:

David Healy, Chair
Michael Birnbaum
Ken Jones
Jeremy Matt
Ray Pelletier
Siobhan Perricone

Regular Participants

Tom Fisher
Henry Armistadi