



**CV FIBER
PLANNING AND DEVELOPMENT COMMITTEE
MEETING MINUTES**

Maple Corner Community Center
84 W County Rd, Calais, VT
Virtual: GoToMeeting
August 17, 2021

Planning & Development Committee Members Present:

Ray Pelletier (Northfield), Siobhan Perricone (Orange), Tom Fisher (East Montpelier), Jeremy Matt (Plainfield), David Healy (Calais)

Planning & Development Committee Members Absent:

Greg Kelly (Barre City), Jeremy Hansen (Berlin), Kenneth Jones (Montpelier)

Others Present:

Phil Cecchini (Barre Town), Henry Amistadi (Duxbury), Jerry Diamantides (Project Manager)

Called to order: 5:37PM by Tom Fisher

Additions to the Agenda:

- None

Public comment:

- None

Approval of 6/28/21 Communications Committee minutes:

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the July 20, 2021 minutes as drafted. Passed unanimously. No discussion.

Project Updates:

- Jerry Diamantides provided an update on the pole inventory project. He's spoke with each of the three contractors and explained our monetary status. They each said that they could get folks in the field within 7 days after notice to proceed. Jerry Diamantides will be holding further meetings with them once we give them notice to proceed. We'll also need to get the Communications Committee to reach out to the towns as this starts up. Jerry Diamantides said that he will have real time access to their data

and will have weekly meetings with them. Jerry Diamantides said that he doesn't foresee any problems other than that we don't have any money. Jerry Diamantides said that he'll meet them on the first day and give them the magnetic signs and brochures. Ray Pelletier asked about the status of the grant money from the State. Jerry Diamantides said that's a good question: it's in the "ether" – the last we heard all they need to do is to send the money. Therefore, Jerry Diamantides told the contractors to expect notice to proceed this week. Jerry Diamantides also noted that we want to keep them in the field and are hoping to have contractors selected for the next phase of pole inventories before the first phase is complete.

- Ray Pelletier noted that the contractors are likely to receive the requests for bids for the remaining areas in the next week or so.
- Jerry Diamantides noted that this is new for the state and a lot of money is going to pass through their hands so they're being very cautious about doing it right.
- Tom Fisher asked if we'll have time to evaluate the work product of each contractor before awarding the bids for the remaining areas. Ray Pelletier said that yes, we'll have some data to evaluate before we award more areas.
- Ray Pelletier reported on the status of the high-level design. Both the WEC group and CVFiber have selected Vantage Point Solutions. CVFiber will be issuing those contracts and Jerry Diamantides will be the PM for the entire high-level design. He said that he's expecting this will start sometime in September. Ray Pelletier said that the costs are being split between the CUDs based on mileage. Ray Pelletier noted that the high-level design does not depend on the pole inventory project
- Ray Pelletier noted that the operator responses to questions on the RFP are due in about a week. We may receive as many as 7 operators. Ray Pelletier said that he's expecting that it's possible we'll be asking the Board to approve an operator at the next board meeting.
- Ray Pelletier reported on the status of the makeready RFP. Ray Pelletier reported that the RFP is expected to be ready in the next week or so and discussed why it's important to include the utilities in this process to make sure that the statement of work is appropriate and to review the proposals to make sure we're not making any mistakes. Ray Pelletier noted that the responsibility to do makeready work within 60-days is on the utilities. If they don't do that within 60-days, the applicant can hire contractors to do the work. On average 1 pole that needs to be replaced and WEC says that they can do two poles a day on a good day. This is a lot of work and time given that we have around 500-miles in our territory. Jerry Diamantides noted that some of the poles may need to be replaced, but not immediately. Network construction can occur before replacement of these deficient poles, which can then be replaced at a later date.

Detailed Design RFP Status:

- David Healy reported on the status of the detailed design RFP. He noted that the detailed design should be done in concert with WEC to ensure that the network satisfies both our needs, so we'll need to re-issue the detailed design RFP.

Proposed Construction and Installation Contractors RFP:

- Ray Pelletier provided background info on the importance of having multiple contractors on retainer for construction and installation contractors. Ray Pelletier noted that our expectation is that the operator will oversee the construction and that he thinks that we should have multiple contractors lined up to do

the work. There's no reason that we can't have different crews constructing different portions of the network simultaneously.

- MOTION (Ray Pelletier second Siobhan Perricone) That Planning & Development Committee recommend that the Governing Board authorize the issuance of a Request for Proposals for Construction Services to retain multiple contractors and to grant authority to the Executive Committee to approve the RFP and its timing, as well as the timing and amounts of related grant applications (as amended).

Passed unanimously. Discussion:

- Jeremy Matt suggested amending the motion to make it clear that the Planning & Development Committee is recommending the action to the Board, not that the Planning & Development Committee is authorizing issuance (accepted as friendly amendment)
- There followed additional discussion on the reasons why the motion should pass
- MOTION (Ray Pelletier second Siobhan Perricone) the Planning & Development Committee recommend that the Governing Board authorize the issuance of a Request for Proposals for Installation Services to retain multiple contractors and to grant authority to the Executive Committee to approve the RFP and its timing, as well as the timing and amounts of related grant applications, if any. Passed unanimously. Discussion:
 - Ray Pelletier noted that this RFP is for a contractor to connect customers once we have lit fiber past their houses. He also noted that this is an area where there is a shortage of labor, and it would be beneficial for us to have multiple contractors lined up.
 - David Healy noted that we may also have an operator that has this capability.
 - Tom Fisher noted that we may want a tighter control on these contractor(s) as this is customer-facing work. Ray Pelletier noted that this brings up a point about the level of detail we should include in the RFP regarding the installation standards we expect.

Strategic Plan:

- David Healy noted that he's started working on what a high-level strategic schedule might look like. David Healy shared his DRAFT schedule and there followed additional discussion on the formatting of the schedule. David Healy also shared a Gantt chart of what we're working on. Jerry Diamantides noted that he's been working on something similar. David Healy noted that our presentation essentially covers the information that needs to go into a master plan. There followed additional discussion of the level of detail of the master plan, etc.
- Jerry Diamantides brought up reporting requirements that we need to send to Rob Fish. He said that he's going to be providing that information on a regular basis.

Roundtable:

- Siobhan Perricone said that she wishes that the State/Feds would get us the money we've been promised.
- Jerry Diamantides noted that the level of work is only going to increase. Jerry Diamantides also noted that the WEC meeting will be entirely remote as the conference room is taken.

Meeting Adjourned at 6:35PM

Respectfully submitted,
Jeremy Matt, Clerk