



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

Maple Corner Community Center  
84 W County Rd, Calais, VT  
Virtual: Teams  
November 16, 2021

**Planning & Development Committee Members Present:**

Ray Pelletier (Northfield), Siobhan Perricone (Orange), Jeremy Matt (Plainfield), David Healy (Calais), Tom Fisher (East Montpelier), Jeremy Hansen (Berlin), Linda Gravell (Waterbury)

**Planning & Development Committee Members Absent:**

Christopher Shenk (Waterbury)

**Others Present:**

Jerry Diamantides (Project Manager), Henry Amistadi (Duxbury)

**Called to order:** 5:35PM by David Healy

**Additions to the Agenda:**

- None

**Public comment:**

- None

**Approval of November 8, 2021 Planning & Development Committee minutes:**

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the November 8, 2021 minutes as drafted. Passed unanimously (Jeremy Hansen abstaining). No discussion.

**Project Manager Report:**

- Jerry Diamantides gave his project manager update. Vantage point is doing the high-level design for us and the other three WEC CUDs. They are moving along and have proposed a background hub ring. We're a little behind schedule (it's supposed to be done by the end of the year), but not so far behind as to raise serious concerns. Jerry Diamantides suggested that perhaps moving to weekly meetings might be helpful. David Healy agreed. Jerry Diamantides reported that the pole inventories are moving along

well and are almost complete. We're reviewing the data from one of our contractors and some work may need to be done before we can accept that data. Jerry Diamantides reported that we had a legitimate change order from one of our firms relating to measurement of mid-span heights; this was negotiated to a fair resolution.

- Ray Pelletier asked if anyone knows the status of the \$750k preconstruction grant agreement. Jeremy Hansen said that he's signed the paperwork and sent it back. Jeremy Hansen has followed up with Rob Fish and is waiting to hear back.

### **Developer Operator Contract Update:**

- Jerry Diamantides reported on meetings with our selected Developer/Operator. These meetings have been productive and positive. We shared our goals/values and funding and the type of relationship we expect to have with them. They asked excellent questions and it was a very productive meeting. Ray Pelletier provided additional details regarding this meeting. There is another meeting scheduled for Friday. Ray Pelletier also noted that there will be work required of members of this and other committees.

### **Next Steps and Role for Committee:**

- David Healy said that he thinks that going forward we'll need teams of people to address specific tasks and asked if people have availability to take on more responsibility. Jerry Diamantides noted that we have funds in the preconstruction grant for an Executive Director or an Administrative Director. His project manager position was supposed to be a temporary bridge. Jerry Diamantides said that perhaps the Governing Board should authorize the Planning & Development Committee start the process for hiring those positions. Jeremy Matt asked if we would need both a PM and an Executive Director. Jerry Diamantides said that we should be getting PM services from our developer/operator and that his position will likely become redundant. There followed additional discussion of the roles of the Project Manager and Executive Director
- Jeremy Hansen offered to get into the weeds a bit with the detailed design. Jeremy Matt said that he's interested as well.
- Tom Fisher asked what sorts of expertise is needed from the Board to work with the Developer/Operator on the various tasks. There followed additional discussion of how our strengths might best be utilized.
- MOTION (Jeremy Matt second Linda Gravel) Motion that the Planning & Development Committee recommend to the Governing Board that the Board authorize the Planning & Development Committee to develop an RFP for an Executive Director and publish the RFP (as amended). Passed unanimously.  
Discussion:
  - Jerry Diamantides suggested that the motion should be that the Governing Board have the Board authorize the Planning & Development Committee to develop and publish an RFP (Jeremy Matt suggested this should be a friendly amendment)
  - Jeremy Hansen noted that we have an accountant and can now hire an employee. David Healy noted that we also may be able to have the Executive Director hired through the Regional Planning Commission.

### **Grant Update:**

- Jeremy Hansen reported that he received a response from Rob Fish during the meeting and provided an update on the preconstruction grant. He signed the updated grant agreement on 11/10/2021, but Rob Fish didn't notice and just this evening told Jeremy Hansen that he was waiting for it to be signed by CVFiber. Jeremy Hansen has let Rob know that the update has been signed.

**Meeting Adjourned at 6:11PM**

Respectfully submitted,  
Jeremy Matt, Clerk

**Summary of Tasks Assigned:**

- None