



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

Maple Corner Community Center  
84 W County Rd, Calais, VT  
Virtual: Teams  
December 21, 2021

**Planning & Development Committee Members Present:**

Ray Pelletier (Northfield), Siobhan Perricone (Orange), Jeremy Matt (Plainfield), David Healy (Calais), Linda Gravell (Waterbury), Christopher Shenk (Waterbury)

**Planning & Development Committee Members Absent:**

Tom Fisher (East Montpelier), Jeremy Hansen (Berlin)

**Others Present:**

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

**Called to order:** 5:30PM by David Healy

**Additions to the Agenda:**

- None

**Public comment:**

- None

**Approval of November 16, 2021 Planning & Development Committee minutes:**

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the November 16, 2021 minutes as drafted. Passed unanimously (Jeremy Hansen abstaining). No discussion.

**Project Manager Report:**

- Jerry Diamantides provided a Project Manager update.
  - Update on the Area A pole inventory status. We're very close and should be done by the end of the year. This includes the extra work in Calais to fix some data problems.

- Update on Area B & C pole inventory. We're collecting more data that we actually need at this stage of work and NRTC had some stuff that they wanted to see done differently. Bids were due this evening for that work.
- High level design. Vantage point will be completing their work in January. NRTC has been included in the process for this design. We did ask VCBB to extend the grant that is paying for this work, and we've received that extension.
- Make-ready. Make ready is the reason we couldn't do the Northfield/Roxbury project. We've had a call with NRTC to discuss options for sequencing to reduce the make ready burden.
- We've received a DRAFT contract from Waitsfield Champlain Valley Telecom. We gave that to our lawyer for review and have received a redline back from the lawyer.
- A contract with MBI for make ready work that has been sent to the lawyer for review.

### **Executive Director Recruitment:**

- David Healy sent out a DRAFT of the description of the executive director position.
- Jerry Diamantides discussed the executive director position and ideas for retaining an executive director. Jerry Diamantides noted that we have money in our budget for a full-time executive director. He said that he used the NEK executive director description as a base and revised from there. He thinks that we need someone who is a bit more of a contract manager than NEK was looking for. Jerry Diamantides said that he'd like to find people to volunteer to work to review applications.
- David Healy noted that the ED also needs to be a liaison between CVFiber and the RPCs and other potential funding agencies.
- Jeremy Matt, Linda Gravell, and Christopher Shenk volunteered to act as point people to review applications.
- Discussion of process for getting the Executive Director position description prepared and issued. Consensus is that the Governing Board will need to approve issuing the description

### **Negotiations with NRTC:**

- Ray Pelletier discussed the negotiations with NRTC. We signed the master services agreement at the last Board meeting for an executable project plan. NRTC is moving quickly and we need to get information to them as soon as possible. The Initial Project Plan (the design for Area A) will be starting very shortly.

### **Executable Project Plan – Sections & Roles:**

- Ray Pelletier noted that we've received an outline of the executable project plan
- David Healy noted that these documents will need people to review these documents

### **WEC – 3 CUD Partnership Update:**

- David Healy reminded people that we're doing a restart on our relationship with WEC. There was a meeting with the CUDs to discuss what all the CUDs are looking to get. A document is coming out of this meeting to send to WEC as a starting point for discussion. For example CVFiber is not expecting to want to use RUS money until year 3 or 4 of our build. David Healy noted that this is a fabulous resource if we need it, but that there seem to be lots of delays that we can't tolerate and it would be better for us to use grant money to start with.

**Town ARPA Fund Requests – Delegate Progress:**

- David Healy raised discussion of the town ARPA fund requests. There followed discussion of how much contact with select boards the members of the committee have had.

**Roundtable:**

- Jerry Diamantides reported that he talked to the Berlin Select Board about becoming the delegate. Berlin approved him as the delegate so he has resigned as project manager
- Henry Amistadi brought up getting Tableau viewer licenses. Jeremy Matt asked Henry Amistadi to set up some sort of a demo of the software and said that he needs to be convinced that this is something CVFiber should purchase.

**Meeting Adjourned at 6:42PM**

Respectfully submitted,  
Jeremy Matt, Clerk

**Summary of Tasks Assigned:**

- Jerry Diamantides will look into League of Cities and Towns document with respect to ARPA funds
- Jeremy Matt, Linda Gravell, and Christopher Shenk will review the Executive director job description and provide comments.