



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

Microsoft Teams
February 15, 2021

Planning & Development Committee Members Present:

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

Planning & Development Committee Members Absent:

Jeremy Hansen (Berlin)

Others Present:

John Russell (Worcester)

Called to order: 5:32PM by David Healy

Additions to the Agenda:

- None

Public comment:

- None

Approval of January 18, 2022 Planning & Development Committee minutes:

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the January 18, 2022 minutes as drafted with the edit that the date should be changed from December 21, 2021 to January 18, 2022. Passed unanimously. No discussion.

Review and update PDC Charter:

- David Healy reported that he made a few edits to the PDC Charter. No-one else had made any changes, so this item tabled until next meeting.

Executive Director Recruitment - Update:

- Christopher Shenk provided an update on the status of the executive director update.

Summary of Ongoing Activities:

- David Healy provided updates on the following ongoing activities:
 - The high level design – we’ve received another batch of design PDFs. We should be moving to detailed design soon
 - The business model that NRTC is working on
 - There are 2hr meetings twice per week with NRTC. We expect to see the executable project plan by the end of the month
 - We’re getting our first 50-miles of fiber delivered soon and will need to store it somewhere. David Healy is working on a storage location.
- Jerry Diamantides provided a summary of the following:
 - The pole inventory is continuing; they really never stopped except for during the holidays. We have nine towns to go.
 - Grant and loan funding. We want to utilize grant funding to the greatest extent possible to keep our subscriber rates low. We also may have access to funding through WEC; discussions with WEC are continuing.
- Ray Pelletier noted that we have about three different channels for bulk equipment purchases. Many of the items we need are on back order. We also spoke with a contractor, who suggested that we should purchase in bulk instead of purchasing through them (we’d likely get a better price and faster turn-around).
- Tom Fisher asked if we need insurance on the equipment we’re purchasing. Ray Pelletier said yes, and there has been action to review and update our insurance coverage.
- David Healy reported that we’ve been talking to NEK Broadband about sharing warehouse space.

NRTC Updates:

- Ray Pelletier reported that NRTC has assigned Andrew Geddys to be the project manager for us. Andrew is also the NEK Broadband project manager. Ray Pelletier said that Andrew appears to know what he needs to do.
- Ray Pelletier reported on the status of the Executable Project Plan. Jeremy Matt asked about the order of construction. Ray Pelletier said that ideally we will start construction in June or July of 2022 and that the order will be similar to the order previously discussed. Jerry Diamantides noted that we are continuing to target service to underserved folks first.
- Linda Gravell asked about subscription rates. Ray Pelletier noted that this is part of the NRTC business plan and we should have a good idea in a couple of weeks. There followed additional discussion of subscription rates.

WCVT & Mission Broadband Contract Negotiations:

- Ray Pelletier provided an update on our relationship with WCVT. We’re working on finalizing a standards document as well as a fee schedule.
- Ray Pelletier provided an update on the contract with Mission Broadband. We’ve been engaging in back-and-forth contract negotiations with them for makeready services. Ray Pelletier noted that we need to get this moving as we’re going to be putting in pole attachment applications to WEC in March.

Next Steps with NRTC:

- David Healy provided an update on the status of our work with NRTC. There will be an over-all document that has details that are applicable to each area and three sub areas.

WEC-3 CUD Partnership Update:

- This item was covered above during discussion of ongoing activities. No further discussion.

Construction Grant Application/Grant Update:

- David Healy provided an update on the construction grant status. There followed additional information on the construction grant status.

Town ARPA Fund Requests-Delegate Progress:

- Siobhan Perricone noted that now that ARPA funds can be used for roads, its going to be much harder to get towns to give us money.
- Linda Gravell reported that she's been working on getting funds from Waterbury, but it may be a hard sell.
- Jeremy Matt noted that Plainfield is going to be discussing ARPA funds. David Healy provided a summary of benefits to towns, including matching funds for the Vermont Community Broadband Board grant money, money for drop subsidies, etc.

Roundtable:

- None

Meeting Adjourned at 6:39PM

Respectfully submitted,
Jeremy Matt, Clerk

Summary of Tasks Assigned:

- None