



**CVFIBER**  
**PLANNING AND DEVELOPMENT COMMITTEE**  
**MEETING MINUTES**  
March 15, 2022

**Planning & Development Committee Members Present:**

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

**Planning & Development Committee Members Absent:**

Siobhan Perricone (Orange)

**Others Present:**

Henry Amistadi

**Called to order:**

Meeting called to order by David Healy (no time noted)

**Additions to the Agenda:**

- None

**Public comment:**

- None

**Approval of March 3, 2022 Planning & Development Committee minutes:**

- Motion to approve by Christopher Shenk, seconded by Linda Gravell. Motion carried.

**Ongoing Activities:**

- High Level Design: David Healy reported they have received final deliverables and invoices from Vantage Point Solutions. There is a surplus from the two grant applications and a grant amendment will be completed by Jerry Diamantides.
- Detail Design: David Healy reported NRTC ready to begin its first work packet.
- Bulk Purchase: Ray Pelletier reported that several channels are being explored for purchase of fiber and construction materials. Grant application for materials may be necessary. Linda Gravell asked if materials acquisition was holding up progress and Ray Pelletier advised that is unknown at this time.
- Pole Inventory: David Healy reported that APEX is moving quite rapidly (Plainfield complete, Washington and Williamstown being worked on now.) They have not heard from Tilson Technologies

for some time. Henry Amistadi asked if there were any deliverables related to pole inventory available. David Healy advised he would send the link to the shared drive where they are stored. Jerry Diamantides shared that WEC's new leadership is committed to their role as a make-ready facilitator. It was confirmed that WEC would like the pole inventory in preparing for 'make ready'. David Healy confirmed that Mission Broadband will be CVFiber's contractor to help with pole applications and advised Henry Amistadi that he could assist with this.

- Fiber Storage & Delivery Dates: Delivery for 300 miles of fiber spread out over several deliveries between April and December. WEC may have to rent a forklift to facilitate and have identified a storage area for the reels to be stored.
- Grant and Loan Priorities: Ray Pelletier advised that High Level Design WEC Grants will be paid off and amendment to redirect the remainder of the funds for redesign work.

### **NRTC Updates:**

- David Healy reported they continue to meet with NRTC twice a week and met with Kevin Fitzgibbons who is doing the business modeling on behalf of CVFiber. There should be a draft business plan created based on the model that they provided for Northwest Fiber Works. The Vermont Communications Broadband Board recently approved a business plan checklist that details items that need to be included in the business plan. It was confirmed that the completed business plan would be shared.
- David Healy shared a calendar that Ray Pelletier has drafted outlining activities to be completed related to construction in 2022 and Ray provided additional details. It was confirmed that all steps are necessary regardless of where building is occurring.
- Discussion of rates ensued as related to the business plan. Jerry Diamantides advised that business plan includes a significant amount of funds coming from grants. He advised they can stay sustainably solvent and provide services and advised that grant money cannot be used for operating expenses; that subscribers are necessary to become sustainable.
- There was also discussion regarding project management tools vs spreadsheet use. Christopher Shenk suggested that a project management tool might be appropriate at this time. Jerry Diamantides provided an overview of the services that NRTC has been providing with regard to project planning and management.
- Tom Fisher suggested contractors could come give presentations to the Board.

### **Executing Next Exhibits with NRTC:**

- Ray Pelletier made a motion to move enter into executive session to discuss records that are confidential pursuant to 1 VSA, specifically project planning that relates to their strategic planning. Seconded by Jeremy Matt. Motion carried and executive session was entered at 6:21 pm.

Executive session ended at 7:22 pm.

Jeremy Matt made a motion to propose to the Executive Committee the order of operations in the slides shared by David Healy & Ray Pelletier that the general order of construction be adopted for engineering design. Seconded by Christopher Shenk. Motion passes.

**Construction Grant Application/Grant Update:**

- Not addressed

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

- Ray Pelletier reported he has distributed draft Town ARPA form to David Healy & Jerry Diamantides with subsequent recommendation that needs review and then document is ready to go. Jerry advised he will connect with Linda Gravell regarding the draft letter she needs for her upcoming Selectboard meeting.

**Roundtable:**

- Not addressed

**Meeting Adjourned** at 7:25 pm.

Jeremy Matt, Clerk