



**CV FIBER
PLANNING AND DEVELOPMENT COMMITTEE
MEETING MINUTES
May 17, 2022**

Planning & Development Committee Members Present:

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

Planning & Development Committee Members Absent:

Jeremy Matt (Plainfield)

Others Present:

John Russell, Phil Cecchini, Jennille Smith, ??Advocate

Called to order:

5:30 PM by David Healy

Additions to the Agenda:

- David Healy reported a need to elect Chair and Vice-Chair of Committee, which will be added after the item on Minutes. It was also noted an update on construction will be added after the Town ARPA Fund Updates.

Public comment:

- None

Approval of April 19, 2022 Planning & Development Committee minutes:

- Motion to approve by David Healy, seconded by Ray Pelletier. Motion carried.

Election of Chair & Vice-Chair

- Floor opened to nominations. Tom Fisher nominated David Healy for Chair, seconded by Christopher Shenk. Linda Gravell nominated Christopher Shenk for Vice Chair, seconded by David Healy. Ray Pelletier confirmed there were no further nominations and advised that nominations were closed. He further advised David & Christopher are now elected as Chair and Vice Chair.

Ongoing Activities:

- David Healy reported that Tilson had reported they needed additional data to complete their pole inventories. It is now believed they have everything they need at this time, but they are very behind schedule. He reported that Apex is working in their last town (Northfield) and are returning to do information collection on those poles where snow was too deep previously.
- Jennille Smith reported they are working with MBI and Karen Kotecki ROW Services on pole attachment applications. Seven applications have been submitted to WEC for review. An application has also been submitted to VTrans for work in the VTrans ROW.
- Jennille Smith reported that two RFPs are out. The first RFP is for materials, supply chain and warehousing and responses are expected next week. The second RFP will be distributed later this month for construction (make ready) to begin in July.
- Linda Gravell advised the communications prepped for distribution needs to be clarified before being distributed. Discussion ensued regarding being clear about work being in geographic areas for unserved and underserved (not all 21 towns); and the first geographic area is coming to completion.
- Ray Pelletier reported with regard to bulk purchase that fiber is coming in and being stored.

NRTC Updates:

- David Healy reported they are still waiting for the draft business plan to be presented and it is hoped it will be received within the next week.

Executable Project Plan with NRTC:

- David Healy reported a summary of the activities to schedule and build the network has been received and is pending review. The final product will be presented to the Board as part of the construction grant application.
- It was confirmed the team that will be reviewing the document is David, Ray, Jerry and Jennille.
- David Healy also reported the Business Plan will receive outside review by Stan Williams of Valley Net.

Supplemental Materials Application:

- Jerry Diamantides reported the application has been submitted for funds to pay for advance purchase items that are necessary (fiber and widgets). They will be following up with the BCB staff this week to address questions regarding the application.

Construction Grant Eligibility Application:

- David Healy reported people are needed to review and provide quality control. Volunteers are also needed to work on the Universal Service Plan. He reported that receipt of the Business Plan is necessary to finalize the Universal Service Plan.
- Christopher Shenk volunteered to assist. Linda Gravell offered to work on it before she leaves for Alaska. Siobhan Perricone advised she will provide language on subsidized service.

Town ARPA Fund Updates

- Ray Pelletier reported notice has been received from Middlesex that they are committing \$100,000. He also reported that each letter of commitment received so far is different with regard to what the town is looking for in a Memorandum of Understanding (Waterbury, Cabot & Middlesex) and each MOU will need to be customized. David Healy added that Moretown has committed to \$50,000.

- David Healy reported that for the Construction Grant Application, he was planning to request the Communications Committee to draft a template for Letters of Support that delegates can send to their select board (for towns that are not committing ARPA funds); as well as for use with other organizations within the region to request support.
- Linda Gravell requested a time frame for MOUs to be completed and also for receipt of letter of commitment to receipt of funds. Discussion ensued regarding the potential process and it was noted that a firm would be hired to manage the flow of work and the importance of being able to advise towns of approximate time frames for service availability. She requested an update be provided to share with select boards. Jerry Diamantides advised details are not yet available to share. Ray Pelletier advised that Front Porch Forum posts, webinars, and newsletter(s) will help to provide this information as it is available.
- It was confirmed that the dates for pole inventory work in Orange should be forthcoming.
- Ray Pelletier shared a diagram of the project process: Pole Inventory; Network Design; Make Ready; Construction; and Service.

Construction Schedule – Executive Session

- MOTION (Ray Pelletier, second Siobhan Perricone) that pursuant to 1 VSA, Section 313 (A)(1)(a) premature public knowledge of discussion of construction schedule would put CVFiber at a professional disadvantage. Passed unanimously. No discussion.
- MOTION (Ray Pelletier, second Siobhan Perricone) to enter executive session to discuss construction schedule pursuant to 1 VSA, Section 313 (A)(3) and that the following people are invited as their information is needed to inform the discussion of the topic: Phil Cecchini, Jennille Smith, and Jerry Diamantides. Passed unanimously. No discussion.

Executive Session entered at 6:16 pm.

Executive Session ended at 6:46 pm.

No action was taken as a result of the executive session.

Round Table:

Jerry Diamantides, Linda Gravell and Siobhan Perricone thanked all the volunteers for their dedication and work.

Meeting Adjourned at approximately 7:50 pm.