



**CV FIBER  
PLANNING AND DEVELOPMENT COMMITTEE  
SPECIAL MEETING MINUTES  
July 19, 2022**

**Planning & Development Committee Members Present:**

Ray Pelletier (Northfield), David Healy (Calais), Christopher Shenk (Waterbury), Jerry Diamantides (Berlin), Linda Gravel (Waterbury), Henri Amistadi (Duxbury), John Russell (Worcester), Tom Fisher (East Montpelier)

**Planning & Development Committee Members Absent:** Jeremy Matt (Plainfield), Siobhan Perricone (Orange), Jeremy Hansen (Berlin)

**Others Present:**

David Mannix, Consultant, Jennille Smith, Executive Director

**Called to order:**

David Healy called to order at 5:33 pm

**Additions to the Agenda:**

- None

**Public comment:**

- None

**Approval of May 17, 2022 & June 7, 2022 Planning & Development Committee minutes:**

- Motion to approve by Ray Pelletier, seconded by Linda Gravel. No discussion. Motion carried.

**Updates:**

**NRTC Design**

- David Healy reported they are meeting twice weekly with NRTC for updates on work occurring in the field which is going well. All work is now being tracked on SmartSheet.

**Pole Inventory**

- David Healy reported Cabot and Marshfield should be completed by early August and then Duxbury will be started. There was also confirmation on the status of Orange.

**Make Ready Progress**

- Jennille Smith reported make ready is being done for the west territory by Washington Electric Coop. Additional make ready will be completed by Green Mountain Power and Hardwick Electric.
- David Healy reported that NRTC is building a web application for the organization to keep track of make ready progress that will be visible to all.
- Henri Amistadi shared a data analysis he has currently made available to WEC to assist with the make ready process, which was discussed in detail. David Healy thanked Henri for all the work put into this data collection and analysis.

### **Materials & Warehouse**

- Jennille Smith reported that headway has been made on locating warehousing space (outdoor & indoor) in Montpelier and they are working on lease agreements.

### **WCVT Update**

- Ray Pelletier reported that Waitsfield Telecom is going to be the network manager and internet service provider so will be doing installations, etc. and the contract has been executed. They will order, store and manage the parts necessary for all the drops, and input has been requested for the 2023 budget.

### **Construction RFP**

- Jennille Smith reported they received several bids and interviews are planned with four bidders. There may be multiple awards granted to allow faster building and they expect contracts negotiated and scopes of work completed in the next month.

### **Community Engagement & Marketing RFP**

- Jennille Smith reported they retained CrowdFiber and Cornerstone as public engagement partners. They are integrating CrowdFiber into the website to increase subscribers. Onboarding has initiated with Cornerstone to have access to their library of public engagement information.
- Regarding the RFP, bids are due August 1<sup>st</sup> and there will be one or more awards made for public engagement assistance.

### **Committee Charter Update Brainstorm**

- David Healy provided an overview and requested brainstorming on what the Committee should focus on in the next year or two and requested suggestions be provided to himself or Jennille.
- Proposed agreements and MOUs with partner organizations was also discussed.
- David Healy also noted that one Planning & Development member should be on each of the other CVFiber committees, and it was confirmed that there was.
- There was also discussion on applying for grants for equitable broadband and the process, oversight needs, and long-term planning.

### **Proposal for CVFiber OnRamp Center**

- David Mannix shared a presentation on use of an OnRamp Center. The Center would be where you could get access to broadband (i.e., library, town store) where you can interface with the public to encourage registration for additional information and/or customer pre-registration. There was discussion on what would be needed to set this up in specific towns and further confirmation on the scope of service.

### **Roll Out Plans and Planning (Possible Executive Session)**

- MOTION: (Ray Pelletier, second David Healy): to enter executive session to discuss records that are confidential pursuant to 1 V.S.A. § 313(a)(6), specifically construction that relates to strategic planning and invite all delegates, staff and David Mannix to Executive Session as their information is needed at 1 V.S.A. § 313(b). No discussion. Motion carried.
- Entered executive session at 6:31 pm
- Exited executive session at 6:51 PM

**Meeting Adjourned:**

MOTION David Healy, Ray Pellitier second to adjourn. Motion carried. 6:55 pm