



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

August 16, 2022

**Planning & Development Committee Members Present:**

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

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

**Others Present:**

Jennille Smith (Executive Director), Jerry Diamantides (Berlin), 603 Telephone Number (guest)

**Called to order:**

David Healy called to order (no time given)

**Additions to the Agenda:**

- None

**Public comment:**

- None

**Minutes (July 19, 2022):**

- MOTION (Linda Gravell, second Tom Fisher) to approve the July 19, 2022 minutes. No discussion. Passed with Linda Gravell, Tom Fisher, Christopher Shenk, David Healy, Henry Amistadi, Jerry Diamantides, and Ray Pelletier voting in favor and Siobhan Perricone abstaining.

**Updates:**

**BEAD Planning Grant**

- David Healy reported that the National Telecommunications and Information Administration (NTIA) is in charge of broadband funding and are administering the funds out of the infrastructure bill (different than ARPA). They have issued an RFP for a Planning Grant (each state eligible for \$5,000,000) and David provided additional details and advised he will forward additional information as it becomes available. He also provided information on the Middle Mile construction funds from NTIA. It was confirmed that BEAD is the acronym for Broadband Equity, Access, and Deployment.

## **NRTC Design**

- They have been meeting with NRTC twice a week related to field work and design. It is anticipated that by early September, the first distribution area will be completed with additional distribution areas being completed every couple of weeks thereafter. In addition a project management schedule through SmartSheets is being completed to address all the make ready, easements, rights of way and permits.

## **Pole Inventory**

- David Healy reported they have met with Tilson regarding their delayed schedule and additional crews are being assigned. Henri Amistadi additionally provided information related to pole inventory, pole application, and application cost estimate data for WEC.

## **Make Ready Progress**

- Jennille Smith reported on the status of make ready and the coordination with Mission Broadband and the various electric partners.

## **Materials & Warehouse**

- Jennille Smith reported the deliveries are being made to warehouse space in Montpelier and the WEC yard. Materials are slowly coming in and space is available for it. She confirmed Wild Blue Yonder is handling deliveries on behalf of the organization.

## **WCVT Update**

- Ray Pelletier reported recurring meetings are being set up with WCVT related to onboarding of customers. It was also noted that Linda Gravell is working on a requirements document for launching CVFiber which she will be providing to Committee Chairs for review.

## **Construction Contract Status**

- Jennille Smith reported they are meeting with contractors to discuss construction timing and pricing.

## **Construction Schedule**

- Ray Pelletier reported on the challenges with construction scheduling and what is being done to try and accelerate scheduling.

## **Community Engagement & Marketing Contract Status**

- Jennille Smith reported interviews have been completed with marketing firms and additional information has been requested from preferred vendors and they are working towards a launch plan for first phase of public engagement before the end of the month. It is anticipated a contract will be brought to the Board for their September meeting.

## **Crawford Group Scope of Work**

- Not addressed

## **Updated Charter Adoption**

- MOTION (David Healy, second Ray Pelletier) to approve the draft Planning & Development Committee Charter to go to Executive Committee for approval and then forwarding to full Board. Discussion: David Healy shared the document onscreen and provided an overview of its details and no questions were raised. Vote called and passed unanimously.

## **2023 Budget Discussion**

- Ray Pelletier, Chair of Finance Committee, reported on the budget process and shared the 2023-2024 forecast. He asked the committee to consider what Planning & Development's input might be, specifically

related to expenses. Discussion ensued related to the bond market, budget adjustments, and committee involvement.

**Other**

Jerry Diamantides shared gratitude related to all the work that has been done and is being done. There was a question related to the term of the Executive Director contract and Jerry Diamantides advised he would need to confirm if there is a term or if there is just a review cycle. Jennille Smith advised it is set up like a standard employment contract with no specific term. There was additional discussion related to compensation and benefits line item for Executive Director in the proposed budget. There was additional discussion related to the use of the SharePoint site and related directories. Linda Gravell shared gratitude for the CVFiber volunteers and a need to be mindful of the load being shared.

**Meeting Adjourned:**

MOTION (Linda Gravell, second Siobhan Perricone) to adjourn. Motion passed.