



**CV FIBER**  
**PLANNING AND DEVELOPMENT COMMITTEE**  
**SPECIAL MEETING MINUTES**  
October 18, 2022

**Planning & Development Committee Members Present:**

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

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

**Others Present:**

Jennille Smith (Executive Director), Henry Amistadi (Duxbury), Jerry Diamantides (Berlin)

**Called to order:**

David Healy called the meeting to order.

**Additions to the Agenda:**

- None

**Public comment:**

- None

**Minutes**

MOTION (David Healy, second Siobhan Perricone) to approve August and September minutes of Planning and Development Committee. No discussion. Unanimously approved.

**Updates:**

**NRTC Design**

- David Healy reported two distribution areas have been approved by the State of Vermont and additional areas will be submitted for CTC review and approval. Additional updates on permitting and design were also provided. Jerry Diamantides reported they are moving towards construction and there will be a meeting between NRTC Field Supervisor and CVFiber's construction contractor this week and they plan to be in the field next week to walk a construction site. Jennille Smith reported the Agency of Natural Resources has recently issued a memorandum to standardize cleanup of broadband sites.

**Pole Inventory**

- David Healy reported that Tilson has submitted the final deliverable for Cabot, Marshfield and Duxbury; and expect Orange to be completed next week. Henri Amistadi shared additional detail on the inventory status via screen share.

### **Make Ready Progress**

- Jennille Smith reported they have five licenses from Washington Electric Coop (WEC) at this point (35 miles) and are continuing ride-outs with Green Mountain Power and working on ride-outs with Hardwick Electric. Another four licenses are expected from WEC by the end of the month.

### **WCVT Update**

- Jennille Smith reported that Waitsfield will be looking at locations to identify what is needed for conduit drops for installs to homes. She also shared some initial information on cybersecurity and discussion ensued on the need to address this as well. Siobhan Perricone advised the Policy Committee is also working on this.

### **Construction Contract Status and Start Date**

- David Healy reported that underground road permits have been secured for Calais and reminded the Committee of the need to participate in Selectboard meetings when action is to be taken on this type of permitting in each town and to be in touch with Road Commissioners. Jennille Smith reported the final edits for Master Service Agreements have been provided to outside council for review and will be sending approved changes to the contractors for signature.

### **CrowdFiber Live Update**

- Linda Gravell has created a test plan for the website. Jerry Diamantides signed the CrowdFiber agreement. Jennille is finalizing the scope of work with the marketing firm. There is not a live date yet as more concrete details of what will be offered are needed. Additional discussion ensued on subscription rates and other items that are needed before going live.

### **Crawford Group Scope of Work**

- Jennille Smith reported that subscriber information is necessary for Crawford's initial market research. David Healy requested that their full Scope of Work be shared with the Committee.

### **Backup Plan for Make Ready Issues**

- David Healy reported on an area on Route 14 (Calais-Woodbury) that may need to be delayed for make ready and requested Committee input. Discussion ensued on potential work arounds, make ready data usage and current back up plans. David Healy advised he would come back to the Committee with additional information.

### **Round Table**

- Discussion ensued regarding the potential need to reschedule the upcoming Governing Board meeting due to it falling on election day.
- Linda Gravell requested a sync up of the marketing schedule, launch schedule and construction schedule.
- Discussion ensued that Front Porch Forum could be utilized to share information on scheduling, specifically related to tree trimming.
- Jerry Diamantides expressed gratitude to the Committee and Jennille for their work.

### **Meeting Adjourned:**

MOTION (Linda Gravell, Jeremy Matt second) to adjourn. Motion carried.