



## CVFIBER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

Virtually on MS Teams

February 16, 2023

### **Minutes Short Summary**

The 1/17/2023 minutes were approved. CVFiber will be making an offer for the Operations Manager position shortly. NRTC continues their design work in Marshfield, Rumney School, Moretown and Calais. CVFiber has the twenty-third pole inventory. CVFiber is talking about doing make ready in Calais, Marshfield, Rumney School, and Moretown OLTs this year. The team continues to hang strand and fiber, up to 3.5 miles of strand and 1.3 miles of fiber. For WCVT, CVFiber is in the process of signing up friendlies. CVFiber has 875 pre-registrations as of last week. Crawford is helping to integrate the sign-up platform within the CrowdFiber interface so it is easy to use, looks good, and customers can choose what subscription package they want. Crawford has also developed a brand temple and voice, which were reviewed at the Governing Board meeting. CVFiber is working to hire a Community Relationship Manager. The Committee moved to an Executive Session to discuss 2023-24 project funding. The draft charter for the new Planning and Operations Committee will be discussed at the next meeting. Future Planning and Development Committee meetings will take place the second Monday of each month at 5:30pm.

### **Present:**

**Planning and Development Committee Delegates:** David Healy (Calais), Siobhan Perricone (Orange), Ray Pelletier (Northfield), Jeremy Matt (Plainfield), Linda Gravell (Waterbury), Christopher Shenk (Alternate, Waterbury), Henry Amistadi (Duxbury), Tom Fisher (East Montpelier)

**Others Present:** Jennille Smith (Executive Director), Jerry Diamantides (Chair of the Governing Board), John Walters (Vice-Chair of Communications Committee)

**Call to order:** David Healy called the meeting to order at 5:01pm.

### **Additions to the agenda:**

- None

### **Public comment**

- None

### **Prior Meeting Minutes**

- MOTION (Linda Gravell, Second Siobhan Perricone)

*To approve the 1/17/23 meeting minutes as drafted.*

Abstained: David Healy.

Passed unanimously.

### Updates/Discussion

- **Operations Manager:** Jennille Smith reported that we have narrowed applicants from 80 to three and we interviewed three candidates, and are now checking references. We will be making an offer shortly.
- **NRTC Design:** David Healy reported that NRTC continues to complete the design work on Marshfield 01 and 02 and will forward to the State for approval. Rumney School, Moretown, and Calais are also getting submitted and approved. Linda Gravell asked if the OLT locations have been addressed. David said we are going through hoops because of wetland laws. CVFiber has submitted more documentation on Calais but have not heard back. Jennille Smith said VCUDA will also be entering into this discussion, and CVFiber is looking to see if we can do a general permit, as has been done for utilities in the past, instead of site by site. David Healy said that Plainfield has been contacted as well. Moretown may have been signed; Jennille Smith will check. Williamstown needs more due diligence. Duxbury and Roxbury have not yet been contacted. Berlin is moving to give an easement for the firehouse. Karen is also working on railroad permits, which are time consuming, but not difficult to get. She is also dealing with the Army Corps of Engineers for stream crossings. CVFiber has general permits for crossing state highways, but we need a special permit to cross the federal highway.
- **Pole inventory:** David Healy reported that CVFiber has received his 23<sup>rd</sup> license. It now looks like we have all the WEC licenses for MA01 minus one or two, which is great news. We are slowing down some applications in the south because we will not get to them this year. It would be better to put the money now into more drops.
- **Make Ready Progress:** David Healy reported that we had good meetings with WEC and GMP. We now have one point of contact for CUDs to raise issues. Jennille Smith added Mission Broadband and GMP are going to be good partners, and WEC is a good partner; both are willing to issue refunds. David Healy reported we are talking about doing make ready in Calais, Marshfield, Rumney and Moretown OLTs this year.
- **Construction Progress and Issues:** Jennille Smith reported that the team continues to hang strand and fiber, up to 3.5 miles of strand and 1.3 miles of fiber. An OLT team will be added to the Moretown/Rumney School. David Healy said the construction manager is working on showing us where the fiber is pole by pole.
- **WCVT Operations Update:** Jennille Smith said that we've started talking about the process of signing up friendlies. With Waitsfield, we are refining our operators' agreement for some of our TBD items and are meeting weekly.
- **CrowdFiber – Number of Sign-ups:** Jennille Smith reported that as of last week, we had 875 sign-ups, and David Healy noted that there are about 200 in Calais.
- **Crawford Group Work and Personas:** Jennille Smith reported that Crawford is helping us integrate the sign-up platform within the CrowdFiber interface so it is easy to use, looks good, and customers can choose what subscription package they want. David Healy said that NEK Broadband is setting up sign-up kiosks at Town Meetings and also at libraries. Linda Gravell will be doing a presentation at the Waterbury Town Meeting.

Linda Gravell is also drafting an article to request more funding. David Healy said this could be done in all the towns. Siobhan Perricone did not get in a report for Orange as she missed the deadline, but she will almost certainly be able to do a stand up report. Jerry Diamantides pointed out that next year is the crucial year. Linda Gravell said that she is having media training before the Town Meeting, and she will work with David Healy to get talking points, which will be shared. Henry Amistadt reported that the Duxbury meeting went well, as residents are excited that CVFiber is coming.

- Jennille Smith said that Crawford has developed a brand temple and voice, which were reviewed at the Governing Board meeting. They developed residential personas and are now working on non-residential personas. They are also creating a “how to talk to the media” training to help us stay on point. They are developing short and long-term marketing plans, which will come out later this month. David Healy will share the personas.
- Jennille Smith reported that CVFiber is also working to hire a Community Relationship Manager to help with press events and to help streamline the marketing plan and implement it.

### **2023-2024 Project Funding Update**

- Discussion: David Healy reported that this item should be discussed in Executive session.
- MOTION (Ray Pelletier, second Siobhan Perricone)  
*To enter Executive Session to discuss plans that are confidential pursuant to IVSA section 313 alpha 6 specifically construction and funding plans that relate to our strategic planning.*  
Passed unanimously.

Entered Executive Session at 6:06pm.

Ended at 6:47pm.

### **Draft Charter for the Operations and Planning Committee**

- Discussion: David Healy has prepared a draft and he hopes to discuss this at the next meeting.

### **Best Day and Time for Future Committee Meeting**

- Discussion: David noted that Christopher Shenk cannot make Thursday meetings. David Healy suggested Mondays. The second Monday is the day before the Board meeting. The group agreed to meet the second Monday at 5:30pm, and the current membership is staying on.

### **Adjourned at 6:51pm**

Respectfully submitted,  
Jeremy Matt, Clerk