



## CVFIBER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

Virtually on MS Teams

March 13, 2023

### **Minutes Short Summary**

The 2/16/2023 minutes were approved. David Healy introduced the new Operations Manager, Lucas Stubbs. The detailed design for another area has been approved by the State, and NRTC expects they will finish all of the detailed designs by August 2023. The draft work order has gone to NRTC to complete the remaining inventory work in DC01 and WB01. The Make Ready work is continuing with 23 licenses. In Calais, 12.4 miles of strand and 4.1 miles of fiber have been strung. CVFiber has 875+ potential subscriber sign-ups. CVFiber is prioritizing marketing steps with the Crawford Group. The committee reviewed the draft changes David Healy has made to the committee charter that will be voted on at the April meeting.

### **Present:**

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

**Absent:** Christopher Shenk (Alternate, Waterbury), Tom Fisher (East Montpelier)

**Others Present:** Jennille Smith (Executive Director), Lucas Stubbs (Operations Manager)

**Call to order:** David Healy called the meeting to order at 5:33pm.

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

- None.

### **Public comment**

- None.

### **Prior Meeting Minutes**

- MOTION (Jeremy Matt, Second Siobhan Perricone)  
*To approve the 2/16/23 meeting minutes as drafted.*  
Passed unanimously. No discussion

### **Updates/Discussion**

- **Operations Manager:** David Healy introduced the new Operations Manager, Lucas Stubbs, who will start next month.
- **NRTC Design:** David Healy provided an update on the NRTC design. The design for another area has been approved by the State and we're expecting they will finish all of the detailed designs by August this year.
- **Pole inventory:** David Healy thanked Ray Pelletier for sending out the draft work order to NRTC to complete the remaining inventory work in DC01 and WB01. David Healy also noted that NRTC will only mark the poles, note what (if anything) needs to be moved, and takes a photograph. We reduced the scope of the pole inventory because we found that much of the data we were collecting was not being used. Linda Gravell noted that this includes that work is being done in Waterbury. Jennille Smith will follow up with Henri Amistadi regarding Green Mountain Power.
- **Make Ready Progress:** Jennille Smith noted that Make Ready is continuing with 23 licenses, and we have made some headway with Hardwick electric, Green Mountain Power, and WEC.
- **Construction Progress and Issues:** Jennille Smith noted that 12.4 miles of strand has been hung and 4.1 miles of fiber (passing 69 addresses) has been installed in Calais. We also issued the scope of work for construction of the Rumney School OLT. The pad for this OLT will likely be constructed this week despite the snow.
- **WCVT Operations Update:** Jennille Smith reported that we continue to meet with them weekly.
- **CrowdFiber – Number of Sign-ups:** Jennille Smith reported that last she heard we had 875 sign-ups but there may be more. We are also working on the development of subscriber details and we have requested that subscription rates be posted on our website which have gone to the development.
- **Crawford Group Work and Personas:** Jennille noted that we are working with Crawford to develop a marketing plan and prioritizing steps.

### Operations Manager Job Description

- No discussion of any further updates.

### Draft Charter for the Operations and Planning Committee

Discussion: David Healy has drafted a new charter for the Planning and Development committee to transform it to the Operations and Planning Committee. Jennille Smith asked if the description has only been expanded. David Healy said that what has already been accomplished has been removed. David asked committee members to please review his draft before the April meeting. Changes include renaming the Committee and updating the Committee's scope of work now that we've hired an Operations Manager. Jennille Smith presented the text of the DRAFT charter, and there followed additional discussion of the details of the DRAFT.

### Roundtable

- Discussion: Siobhan Perricone said she is pleased with CVFiber's progress and noted the positive responses she got at Town Meeting. Jeremy Matt would like materials from David Healy as the Plainfield Town Meeting was delayed. Henri Amistadi said he plans to be more involved, and asked about the challenges to maps showing broadband availability. He doesn't know how to contest that his area allegedly has three satellite

options and believes that we need to be able to contest satellite service. David Healy noted that the State has accepted challenges. Linda Gravell said she thinks it is time to purchase computers so people can be signed up when we table, especially as some people cannot sign upon the CVFiber site as their current service is too slow. Jennille Smith responded that she has put in a computer order with the Tech group, which works directly with Waitsfield. Linda added that we need the information from Waitsfield for the additions. Jeremy Matt also requested an update on the Phishing training; Jennille responded that this is progressing but hasn't been rolled out yet. David Healy noted that his Town Meeting went well but he added that he wanted to update the Frequently Asked Questions. David also suggested that CVFiber may want to allow customers to buy conduit from us as CVFiber will be able to get a better price and asked if this could be discussed at the next meeting. Lucas Stubbs has been talking to the Eustis crew because they have issues using the digital drawings. They are willing to print out PDFs. David pointed out that the print-outs don't have all the information. Both the tablet and the printout could be available.

**Adjourned at 6:16pm.**

Respectfully submitted,  
Jeremy Matt, Clerk