



CVFIBER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

Virtually on MS Teams

April 10, 2023

Minutes Short Summary

There were no changes to the agenda and there was no public comment. The March 13, 2023 meeting minutes were approved. We have a lot of materials in our warehouse but as we increase the rate at which we are hanging fiber that crunch should alleviate. We now have 11 approved distribution area designs. Pole inventory and makeready are continuing, but only in areas that are necessary for either our first three construction areas or our backbone. This is a financial decision to allow us to construct as much of our network as possible with our existing funds. We are working to finalize the Calais OLT permit and are hoping to increase our rate of construction to three miles of fiber per day. We have 6 friendlies signed up to test our network in Calais. The committee received an update on website development. The committee voted to change the name to the Planning and Operations Committee and will work on revising the Committee charter.

Present:

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

Absent: Ray Pelletier (Northfield), David Healy (Calais)

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

Call to order: Christopher Shenk called the meeting to order at 5:31pm.

Additions to the agenda:

- None.

Public comment

- None.

Prior Meeting Minutes

- MOTION (Jeremy Matt, Second Siobhan Perricone)
To approve the 3/13/23 meeting minutes as drafted.
Passed unanimously (Tom Fisher and Christopher Shenk abstaining). No discussion

Updates/Discussion

- **Warehousing & Materials:** We just placed an order for some bolts that were inadvertently left off a previous order. We're very short on space, so we're asking suppliers to hold our orders. We're hoping to be hanging lots of fiber shortly, so hopefully our warehousing crunch will be alleviated. We're continuing to work on warehousing and inventory management.
- **NRTC Design:** Since last month, we've received another approval from the Vermont Community Broadband Board. We now have a total of 11 approved distribution area designs.
- **Pole inventory:** The pole inventory is continuing, but we're focusing only on pieces that are required to finish the backbone but are delaying pole inventories for other areas. This is a financial decision to allow us to construct as much as possible with our existing funds.
- **Make Ready Progress:** We are holding off on makeready for everything except our first three distribution areas. This is also a financial decision. Our makeready costs are very high and we are negotiating these costs with Green Mountain Power. There followed additional discussion of makeready costs.
- No update
- **Construction Progress and Issues:** We are working with VT ANR to finalize the Calais OLT permit. We're gathering more detailed information that ANR requested. We're also working towards a lightning bid so we can connect our OLTs to a backhaul provider. We're hoping to increase to constructing as much as 3 miles per day as we move out of mud season. There followed additional discussion of construction progress and a public facing map of construction progress.
- **WCVT Updates/ Operations/Friendlies/Service Offerings:** We invited six friendlies to test our network in Calais. All signed up and two chose 1gig service and one chose 2 gigs. There followed additional discussion of friendlies.
- **CrowdFiber Live Date:** We have three development platforms (Wordpress, Crowdfiber, and the Crowdfiber sandbox). We are using the sandbox to test our updates to the Crowdfiber interface before we make those changes live. There followed a preview of the current state of the platforms and discussion of website design.
- **Crawford Group Work Update:** No Update

Committee Name Change

- Christopher Shenk noted that there has been discussion of changing the committee name to the Operations & Planning Committee.
- MOTION (Jeremy Matt second Siobhan Perricone) to change the name of the Planning and Development Committee to the Operations & Planning Committee. Passed unanimously. No discussion.

Committee Charter Submission

- Christopher Shenk noted that the Committee charter is being revised and asked Committee members to read the revised charter before the next meeting. Christopher will send the link out.

Adjourned at 6:35pm.

Respectfully submitted,
Jeremy Matt, Clerk