

1 **Northwest Vermont Communications Union District**  
2 **PMO Subcommittee Meeting**  
3 **October 14, 2021 at 6:00 p.m.**  
4 **Hybrid Meeting**  
5

6 The hybrid meeting was hosted at the Fairfax Town Library, at 75 Hunt Street, Fairfax, VT.  
7

8 Attendance: Brenda Churchill (Bakersfield), Everett McGinley (Montgomery), Jake Kane  
9 (Sheldon), M.K. Raymond (Fairfax), Sean Kio (Staff), Emily Klofft (NRPC) and Shaun  
10 Coleman (NRPC).  
11

12 B. Churchill called the meeting to order at 6:02 PM.  
13

14 Approval of Minutes

15 The Committee deferred action on approval of minutes to the next meeting.  
16

17 Fiber Pre-Purchasing

18 E. McGinley asked S. Kio to provide an update on fiber pre-purchasing. S. Kio stated that  
19 VCUDA, in collaboration with the VCBB, is seeking to pre-purchase fiber for phase 1 of the  
20 CUDs buildout. Many CUDs are challenged in assessing what their fiber needs are, including  
21 NWCUD, because of where CUDs are in the planning process. NWCUD has 780 road miles,  
22 with the potential to expand to another 379 miles. Other CUDs are requesting around 15/20% of  
23 their total mileage. This is just for build-out occurring this year.  
24

25 M. K. Raymond stated that based on her industry experience, the lead times and cost offered  
26 through this pre-purchasing option would be much better than typical. The Committee discussed  
27 strand counts that would be required. M. K. Raymond stated that based on the density of the  
28 District, many areas would be built out with 48 strand fiber while 144 strand fiber will be  
29 necessary in more dense areas.  
30

31 S. Kio stated that depending on what areas are built out and the type of partnership agreement the  
32 CUD enters into, 144 strand might be necessary. M. K. Raymond asked how far out this  
33 purchase order should be for. E. Klofft stated that at this price, VCUDA could acquire 1,000  
34 miles of fiber statewide. E. McGinley stated this was pretty small compared to the overall need,  
35 and that the CUD would be able to draw it down as required. There is no obligation that the CUD  
36 can have the fiber delivered when needed.  
37

38 E. Klofft stated that the only obligation would be financial. The Committee briefly reviewed the  
39 draft MOU and agreed that legal review would be required.  
40

41 B. Churchill stated she felt it made sense to pre-purchase because it will allow the CUD to have  
42 fiber when it needs it. The Committee discussed whether to include 144 strand or all 48 strand.  
43 M. K. Raymond stated that there were many factors that could change fiber needs.  
44

45 B. Churchill asked if the agreement would allow the CUD to procure from other vendors. M. K.  
46 Raymond stated that she did not believe there would be a better price available. E. Klofft stated

47 that the legal procurement issues would need to be considered. S. Kio stated that there were legal  
48 factors to figure out at VCUDA as well.

49  
50 S. Kio stated that an all 48 strand may make sense, a partner entity may have procuring power  
51 for larger strand fiber. Roughly 117 miles may make sense. M. K. Raymond stated a round  
52 number of 125 miles would make sense.

53  
54 B. Churchill asked if there was a decision to be made. M.K. Raymond asked what the deadline  
55 was. S. Kio stated it was unknown, as the logistics were still being worked out at the VCUDA  
56 level. M. K. Raymond stated that the first choice of the CUD seems to be 125 miles of 48 strand  
57 fiber. Focusing on the underserved will likely mean going to less dense areas first.

58  
59 E. McGinley added that it is likely NWCUD will generally support the effort but will need to  
60 review the MOU. B. Churchill stated that this should be the statement back to VCUDA.

61  
62 Schedule/What's Next

63 E. McGinley stated that it would be helpful to have something on the website with a general  
64 sense of the timeline for fiber deployment for the public. B. Churchill added it would be helpful  
65 for representatives to refer to when reporting back to municipal boards. S. Kio stated that he  
66 would speak to the Communications Subcommittee about this.

67  
68 Other Business

69 S. Kio brought up the VCBB presentation to VLCT regarding potential uses for ARPA  
70 municipal funds. While the funding municipalities received for ARPA is important, it would not  
71 go very far in the telecommunications space. However, there are some recommendations that  
72 might make sense for municipal ARPA funds, like a grant program for residential drops or  
73 connecting anchor institutions.

74  
75 S. Coleman discussed purchasing equipment for the director. NRPC can use their government  
76 purchasing account to save on sales tax, and then the CUD can reimburse NRPC. The CUD  
77 doesn't have a Vermont Sales and Use Tax account number yet to claim tax exemption.

78  
79 *E. McGinley moved to approve NRPC procuring a computer and peripherals for the NWCUD*  
80 *Executive Director, with NWCUD committing to reimburse NRPC for the cost. J. Kane*  
81 *seconded. Motion carried.*

82  
83 The Committee discussed a number of business-related items the Executive Director might need.  
84 S. Kio stated much of it was budgeted within the H.360 grant request. He is working on  
85 procuring legal counsel.

86  
87 M.K. Raymond met with a company that provides GIS mapping services, data management and  
88 reporting for fiber networks. A follow-up meeting/demo will be scheduled and encouraged  
89 others to attend.

90

91 S. Kio stated his first day as Executive Director will be Monday (10/18). He will attend the  
92 VCBB meeting on behalf of NWCUD. The Board will need to empower Sean to complete job  
93 tasks at a special meeting next week.

94  
95 Public Comment

96 None.

97

98 Adjourn

99 *M. K. Raymond motioned to adjourn. J. Kane seconded. Motion carried.*

100

101 Meeting adjourned at 6:46 p.m.