

1 **Northwest VT Communication District PMO Subcommittee Meeting**  
2 **November 11, 2021 at 6:00 p.m.- Draft Meeting Minutes**  
3 **Virtual / Northwest Regional Planning Commission, 75 Fairfield Street, Saint Albans, VT**  
4

5 **Attendance:** Sean Kio (ED), Brenda Churchill (Bakersfield), Jake Kane (Sheldon), Mary Kay Raymond  
6 (Fairfax), Everett McGinley (Montgomery).  
7

8 **Welcome, Roll Call, Adjustments to the Agenda**

9 Chair B. Churchill called the meeting to order at 7:06 p.m.  
10

11 **PM Job Description**

12 Sean noted he sent the job description out earlier. Sean and Everett developed the description based on  
13 several sources. Everett added that our contractors (construction and design) will have their own project  
14 managers but noted he feels strongly we need a project manager because we need someone looking  
15 out for our best interests. Jake noted that having our own project manager will add continuity should  
16 something change midstream. The position is contingent on funding and hoping to fill by end of year.  
17 There was a brief discussion about finding a candidate with ArcGIS and VETRO FiberMap.  
18

19 **Administrative Assistant Description**

20 Sean noted he has started handling board minutes and agenda with support from NRPC. He spoke with  
21 Val at Lamoille who said he is overwhelmed keeping up with scheduling and minute taking for both the  
22 board and subcommittees. NRPC will continue in an advisory role and provide assistance with grant  
23 writing. The position is part-time (20 hours a week with \$30 as max). Health insurance and retirement  
24 are not included.  
25

26 **NRTC Update**

27 Sean reported he met with NRTC on Monday to review work. He also met with Everett regarding the  
28 Non-Disclosure Agreement. There is no non-compete language because they are not an operator. It  
29 would require a major NRTC board decision to do so. They are a co-op and not a private company. They  
30 are going to get us a Master Services Agreement next week. Our legal advisor will review prior to  
31 signing.  
32

33 NRTC has begun the work because of timeline. We will be meeting with them in person next Tuesday.  
34 Sean said he will make himself fully available to them as needed. They intend to advise us on pole  
35 surveys. NRTC is going to design the build out based on Distribution Areas of the utilities.  
36

37 Jake asked about timeline. M.K replied that it depends on the phase design. The phase design is when  
38 we are going to be working night and day with the pole crews.  
39

40 Brenda asked if a grant extension will be available if needed. Sean replied there will be in all likelihood.  
41

42 **Project Plan Overview**

43 Sean has been using a project management tool (Monday.com) to layout the different tasks and  
44 timelines. He looked at the history of the CUD including community onboarding, NRPC Admin.  
45 Agreement, Feasibility, etc. There is a huge ramp up of tasks in the next two quarters including having  
46 accounting/payroll, network operator agreement, retail ISP agreement, construction vendor agreement,

1 etc. This is one of the first things Everett has asked for so it needed to be done. He will share the  
2 timeline with the subcommittee.

3  
4 Brenda asked how do we serve our customer and are the ISPs responsible for the billing and customer  
5 services support? Where does this fit in the project management timeline? Sean replied likely the CUD  
6 will contract out network operations and maintenance. With open access, the goal would be to source  
7 several retail ISPs that are tenants on the network. For network operations, some CUDs are doing it in-  
8 house while others are contracting it out. In the foreseeable future, the CUD will likely contract that out.

9  
10 Jake led a brief discussion about using project management frameworks for the CUD website and use of  
11 custom dashboards. (i.e. Gant Charts to Iframes for web pages). This will give the public a reference to  
12 see where the CUD is at with network development. MK added it would be useful internally for  
13 situational awareness of the network.

14  
15 **Public Comments**

16 None.

17  
18 **Adjourn**

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

20  
21 Meeting adjourned at 7:41 pm.