

Telecommunications & Connectivity Advisory Board

Meeting Minutes

December 11th, 2017 Meeting

10:30 am – DPS 112 State Street, GIGA Conference Room, Montpelier, VT

Attendees:

1. David Snedeker – Chair of the Board, Northeastern Vermont Development Association
2. Secretary Schirling- Vermont Agency of Commerce and Community Development
3. Tim Lueders-Dumont - State Treasurer designee
4. Robert T. White- AOT
5. Theresa Membrino
6. Heidi Spear
7. Clay Purvis- Director of Telecommunications & Connectivity, Dept. of Public Service
8. Sunni Eriksen, Corey Chase, Steph Magnan- Telecommunications & Connectivity Staff, DPS

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| **Item** | **Item Description** | **Action By** |
| 1.0 | Call to Order at 10:33 am | Chair Snedeker |
| 2.0 | Changes to Agenda:   1. Add Broadband Action Plan- CP 2. Make Plan to make a plan for 2018- TM | Chair, accepted by Committee |
| 3.0 | Review and Request to Approve of May 2017 Meeting Minutes | Chair Snedeker |
| 3.1 | Discussion:   1. TLD- Would like to review the RFP before next issuance 2. CP-May meeting minutes were approved the August 2017 meeting minutes. August Minutes will need approval. August will be kept in draft form for now. | Committee |
| 3.2 | Motion to keep minutes in draft form- TLD  Seconded by KS |  |
| 3.3 | Vote:  In Favor: 4  Oppose: 0  Abstain: 0  Minutes will be kept in draft form. | Chair Snedeker |
| 4.0 | Establishing a Calendar for CAB   1. TM- Desire to have regularly scheduled CAB meetings and to design a template to outline duties and CAB responsibilities. TM wants to know what decisions need to be made, and when they need to be made. Suggested an outline of the year ahead. 2. CP- Discussion of the Solix report, and the audit results. 3. TLD requested an overview of USF funding and Connectivity funding in the fiscal year. CP provided review of both. 4. Discussion of visual representation of the funding- CAB 5. Discussion on fund distribution timeframe and process- CAB | Chair and TM |
| 5.0 | Broadband Action Plan Review:   1. Discussion of proposal of new Town Based Approach 2. Discussion of RFP Criteria 3. Suggestion to set up a framework to promote new approach- KS 4. Perhaps with assistance from ACCD, RCP’s and other stakeholder groups- MS 5. League of Cities and Towns and Rural Development Folks might be helpful- TLD 6. Discussion of creating a Gant Chart – to focus on the process and determine the time needed for each step esp. outreach-TM 7. Corey Chase will create a chart using TM’s hand-drawn version. 8. This will increase transparency, prioritize allocation of resources and help understand the process and timeline- KS 9. DPS should propose schedule to CAB- TLD 10. DPS will frame expectations of CAB- MS 11. Discussion of making sure there is equitable process for all towns- TLD 12. ACCD can help with communication, outreach and promoting planning for towns- MS | Clay Purvis |
| 6.0 | Motion: DPS will document the process for CAB and provide visual representation in order to create clear expectations, and to allow appropriate scheduling and timeframes for successful implementation of each step | Theresa Membrino |
| 6.1 | Motion seconded by Secretary Mike Schirling | Secretary Mike Schirling |
| 6.2 | Call for Vote | Chair Snedeker |
| 6.3 | Vote:  In Favor: 4  Oppose: 0  Abstain: 0 | Chair Snedeker |
| 7.0 | Discussion of meeting again after Action Plan is edited by DPS | Chair Snedeker |
| 7.1 | Group agrees to meet during first week of January—Jan 5th  A Skype call will be set up, as well as a physical meeting location | CAB |
| 8.0 | Telecom Plan   1. CAB has read and reviewed the 2014 TYTP 2. CP explained the process and the steps DPS has taken as they work on the 2017 draft plan 3. DPS would like any feedback, suggestions, edits, highlights, dislikes, etc. from CAB 4. CAB feedback would be appreciated in written format 5. CAB Comments will be needed by mid-January | Clay Purvis |
| 8.1 | RW from VTrans suggested that content regarding Public-Private-Partnerships should be included, as well as FOT info. | Robert T. White |
| 9.0 | FirstNet Discussion   1. Review of recent decision to opt-in to FN by Gov. Scott 2. CP gave review of FN and recent actions 3. No real action for CAB to take-DS 4. RW provided clarification about RFP issued | Chair Snedeker |
| 10.0 | TDS Roxbury Constituent issue   1. Constituent in Roxbury feels TDS charges too much for poor service 2. CAB discussed how to engage Roxbury in new town based approach. Maybe Connectivity Funding could help bring alternative to this consumer 3. ACCD and Treasurer’s Office are willing to sit down with DPS and TDS to discuss- MS + TLD 4. Discussion of other small, rural towns that have had success tackling similar issues- Cavendish 5. CP will reach out to TDS to set up meeting with all agencies. | Chair Snedeker |
| 11.0 | Call for Public Comment   1. No members of public are present | Chair Snedeker |
| 12.0 | Meeting adjourned at 12:01 pm | Chair Snedeker |

\*\*\*Minutes Subject to Approval\*\*\*