



**CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES**  
Maplewood Travelers Service Center, 159 Paine Turnpike N, Berlin, VT  
and virtually via GoToMeeting  
November 2, 2021

**Present:**

**Committee members:** Jeremy Hansen (Berlin), Ray Pelletier (Northfield), Siobhan Perricone (Orange), Jeremy Matt (Plainfield), David Healy (Calais), Allen Gilbert (Worcester)

**Absent:** Chuck Burt (Moretown)

**Others:** Jerry Diamantides (Project Manager), Stephen Whitaker

**Called to Order:** 5:02PM by Jeremy Hansen.

**Additions or changes to the agenda:**

None.

**Public comment:**

- Stephen Whitaker noted that the CVFiber online calendar shows a special meeting of the executive committee at 6PM rather than the 5PM time that was warned. He also noted that there were no documents relating to the Everbridge project included in the agenda (CLERK NOTE: Mr. Whitaker was referring to the *Evernorth* project – the agenda listed the project name incorrectly).

**Approve Minutes: October 14, 2021**

- MOTION (Jeremy Hansen; second Jeremy Matt) to approve the October 14, 2021 meeting minutes as presented. No Discussion. Passed unanimously.

**Bills to Pay, Financial Report**

- Phil Cecchini reported that we have four bills to pay (two for Project Manager services and two for administrative services from CVRPC).
- MOTION (Jeremy Hansen second Siobhan Perricone) to approve the bills to pay in the total amount of \$4981.77. Passed unanimously. Discussion:
  - Phil Cecchini noted that the bills to pay are:
    - \$2063 – Jerry Diamantides for September project management services
    - \$1875 – Jerry Diamantides for October project management services
    - \$636.33 – CVRPC for August administrative support
    - \$406.94 – CVRPC for September administrative support

- Phil Cecchini also noted that he sent out a financial report.

### **Bolton request**

- Jeremy Hansen noted that there are a few addresses in Bolton that are really only reachable from CVFiber territory. They're working on a town plan to get everyone served and they asked if we could serve those addresses. We'd be committing to build there. Ray Pelletier noted that we'll get some of the pole inventory and high level design done sooner, but that we likely won't start construction there until 2023 or later.
- Siobhan Perricone asked if they are in a CUD. Jeremy Hansen said that they're not in a CUD and don't seem to have any plans to join. The consensus is that we should ask if they want to join again, but that we should agree to serve those households regardless of what the Bolton select board decides.

### **CVFiber Procurement Policy**

- Allen Gilbert discussed the procurement policy. Ray Pelletier has taken the NEK Broadband procurement policy and made some changes. Allen Gilbert said that the Policy Committee has endorsed it, but there are some points that need discussion.
- Ray Pelletier discussed the changes that he made to the Policy Committee and noted that the VCBB requires us to have a procurement policy and defines who the purchasing agents are and the process for purchasing both goods and services. Ray Pelletier also discussed some of the details of the policy.
- Siobhan Perricone noted that this is not just ensuring that we're inclusive when we attract bids, but also ensure that we're inclusive when we're going through the evaluation process. She thinks that this needs to be baked into the policy to help ensure that future boards consider affirmative action. Jeremy Hansen noted that future boards could just change the policy if they didn't like it, and noted that adding this sort of language would take additional legal review and might delay our contracting progress as we are required to have this policy in place before entering into new contracts. Siobhan Perricone agreed that adding this should not delay our work and said that it is something we can circle back around to.
- MOTION (Ray Pelletier second Jeremy Matt) to recommend that the Governing Board approve the procurement policy dated October 21, 2021. Passed unanimously. No discussion.

### **Grant amendment for Evernorth Wifi deployment**

- Jeremy Hansen provided an overview of the Evernorth project (providing Wifi access points at a low-income housing development). Rob Fish has asked us to be the grantee for the CARES money that will expire at the end of the year. Rob Fish and Evernorth have assured us that once the grant lands and the network is build we won't have any continuing reporting or other commitments. We also asked them to go through some a procurement/bid process, which they have done.
- Jeremy Matt asked about the process (does it require Board approval and do we need a procurement process). Jeremy Hansen noted that the Board has delegated management of the CARES grant and this is just an amendment to that grant and said that he wasn't sure it needed to go before the Board.
- JD asked if we would need to provide service by the end of the year. Jeremy Hansen said yes.
- MOTION (Ray Pelletier second Siobhan Perricone) that EC recommend to the GB that they approve amending our CARES grant to affect construction of the Evernorth Project. Passed unanimously.  
Discussion:

- Jeremy Hansen asked if we should invite Rob Fish or Evernorth to the meeting
- Ray Pelletier said that he didn't think so. He thinks that explaining the project to the board is sufficient.

### **Other items**

- Allen Gilbert noted that he got a complaint from a town clerk who said that we're not providing enough time for the towns to post our agendas to more than just the 48hrs. If we send out our agendas near the deadline they don't have time to post it within the deadline. There followed additional discussion regarding this issue. The general consensus is that we should do our best to give the Town Clerks as much time as possible, ideally at least 24 hours.

### **Meeting Adjourned**

- MOTION: (Jeremy Hansen) to adjourn at 5:55PM. No Discussion. Passed unanimously.

Respectfully submitted,  
Jeremy Matt, Clerk

### **Summary of Tasks Assigned:**

- None