



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

March 10, 2022

Present:

Executive Committee Delegates: Jerry Diamantides (Berlin), Chuck Burt (Moretown), David Healy (Calais), Raymond Pelletier (Northfield), Jeremy Matt (Plainfield), Allen Gilbert (Worcester), Siobhan Perricone (Orange).

Absent:

Others Present: Tom Fisher, Phil Cecchini (Treasurer)

Called to order: Siobhan Perricone called the meeting to order.

Additions to the agenda:

Jerry Diamantides requested that the Contracting Update and Executive Director discussion be moved to the end of the agenda and that they be in executive session.
Linda Gravell requested the Executive Director discussion to be action expected.

Public comment

- None

Prior Meeting Minutes

- MOTION (Jeremy Matt second Ray Pelletier): To approve the February 28, 2022 meeting minutes as presented in the revised draft that Jeremy Matt sent out that includes the bills to pay as an attachment. Passed unanimously. Discussion:
 - Allen Gilbert indicated under prior meeting minutes there were two bullets, one without any information and wanted to confirm nothing was missed. It was confirmed that it was a typo and nothing was missed.

Treasurer's report & bills to pay

- Phil Cecchini gave a treasurer's report and summarized the status of our bank balances and cash flow.
- Phil Cecchini reported on the bills that need to be paid. Chuck Burt verbally approved the advertising by Front Porch Forum and advised he would provide the signed version.
- MOTION (Ray Pelletier second David Healy and Jeremy Matt) To pay the pole inventory bills as those invoices have been received (it was then confirmed the Front

Porch Forum invoice has also been received) and motion updated to include the Front Porch Forum invoice as presented by Phil Cecchini. The bills to pay are provided as Attachment 1. Passed unanimously. No discussion.

NRTC & WCVT Update

- Ray Pelletier reported that contract negotiations are ongoing and construction planning will be discussed later in the agenda under Contracting Updates.

Charter Harmonization

- Ray Pelletier reported that they are awaiting information from other committees and will review and harmonize to work towards recommendations of increased responsibilities for the Executive Committee.

Construction Grant Eligibility Update

- Jerry Diamantides reported that they have been in communication with Rob Fish and VCDB regarding the construction grant eligibility application. One aspect of this includes work with NRCC with regard to level of design and the other aspect is the business plan. An update of the business plan is currently being worked on in order to be ready for the grant eligibility application.
- David Healy reported he is preparing an earmark application to Senator Leahy for next year's congressional session on providing prepaid access for all community facilities in the CV Fiber towns.

Fiber Delivery Update

- David Healy reported there will be seven deliveries instead of five. Washington Electric has agreed to store and unload the deliveries and needs to be updated there will be seven instead of five. It does not appear the delay will hurt construction at this point.
- Linda Gravell asked for the new delivery dates; which will be shared.

Town ARPA Campaign

- Ray Pelletier reported that a Chair's letter and checklist is being drafted to go to the town selectboard members in the 21 towns. He advised he has requested updated selectboard contact information from the regional planning commission, which they are working on.
- He also reported that the Town ARPA MOU and Letter of Commitment are to be developed once information is received back from the towns.
- Linda Gravell requested a PowerPoint presentation for use in front of her selectboard on March 21st.
- Allen Gilbert asked if this was a solicitation letter asking towns to commit funds? It was confirmed they are asking to take the opportunity of a matching grant from VCDB and to select from a checklist of items that their ARPA funds can be spent on in their towns. He suggested the letter be targeted to reflect where the towns are in the process with regarding to ARPA fund commitments. It was confirmed a draft of the letter will be sent to the Board for their comment prior to going out to address this.
- Siobhan Perricone suggested that framing the letter as an update with new information may be a way to approach the matter.

Contracting Update

- Ray Pelletier provided details regarding three executive sessions that will ensue: one for a contracting update to take action on an award; one for a slide show on construction planning; and one for an update on Executive Director recruiting.

MOTION (Ray Pelletier second Jeremy Matt): That pursuant to 1 VSA Section 313 (a) (1) (A) we find that premature knowledge of our discussions related to contract awards in construction planning would put CVFiber at a competitive disadvantage. Motion passed unanimously.

MOTION (Ray Pelletier second Chuck Burt): To enter an executive session to discuss contract construction planning pursuant to 1 VSA Section 313 (a) (1) (A) and invited Tom Fisher, Phil Cecchini, and Linda Gravell into executive session because their information is needed in accordance with 1 VSA Section 313 (b). Motion passed unanimously.

Executive session entered at 5:29 pm

Executive session exited at 6:15 pm

MOTION (Ray Pelletier second Chuck Burt): Whereas the Executive Committee authorized the use of the CVFiber Procurement Policy Simplified Bidding Process on February 28, 2022 for Right of Way Permitting Services and the Negotiating Team to implement this action and report to the Executive Committee with the results and recommendations for further action,

Whereas in accordance with the Simplified Bidding Process a request for bids for ROW services, including a statement of work, was sent to three contractors known to have experience with right of way permitting service on February 3rd,

Whereas proposals from two contractors were received on February 9th,

Whereas the Negotiating Team reviewed the proposals and is familiar with the contractors, their previous work, and their references,

Whereas the Negotiating Team is recommending that CVFiber contract with K. Kotecki Right of Way Services, LLC based upon value to CVFiber in terms of cost, experience, quality, and timeliness of service.

It is hereby moved that the Executive Committee awards the ROW Permitting Services contract to K. Kotecki Right of Way Services, LLC, and that the Governing Board Chair is authorized to execute the contract upon successful completion of contract negotiations. Motion passed unanimously.

Executive Director Recruiting Update

MOTION (Ray Pelletier second Chuck Burt): To enter an executive session to consider the appointment or employment or evaluation of a public officer or employee in accordance with to 1 VSA Section 313 (a) (3) and invited Tom Fisher, Phil Cecchini, and Linda Gravell into executive session because their information is needed in accordance with 1 VSA Section 313 (b). Motion passed unanimously.

Executive session entered at 6:17 pm.

Executive session exited at 6:55 pm.

MOTION (Siobhan Perricone second Jeremy Matt): The Executive Committee recommend to the Board that they approve the recommendation of the Executive Director hiring team and authorize the Executive Committee to negotiate a contract with the recommended candidate. Motion passed unanimously.

Adjourn

- Adjourned at 6:57 pm.

Respectfully submitted,
Jeremy Matt, Clerk

Attachment 1: Bills to Pay

CVFiber
 Open Invoice Log
 3/10/2022

Type/ Check #	Date	Payee	Amount	Invoice/Account	Funding	Grant Line	Chair Approval	Exec Committee
pending	3/8/2022	APEX	\$ 32,186.49	INV0003198 Pole Services	02240-FY22-Act71PreC-021	Pole Inventory	David Healy	
Pending	3/8/2022	APEX	\$ 26,837.51	INV0003228 Pole Services	02240-FY22-Act71PreC-021	Pole Inventory	David Healy	
pending	3/9/2022	Front Porch Forum	\$ 10,584.00	15733 Advertising	02240-FY22-Act71PreC-022	Advertising		0
			<u>\$ 69,608.00</u>					