



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

April 25, 2022

### **Present:**

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

**Absent:** David Healy (Calais)

**Others Present:** Phil Cecchini (Treasurer), Jennille Smith (Executive Director)

**Call to order:** Jerry Diamantides called the meeting to order at 6:31 pm.

### **Additions or Changes to the Agenda**

- None

### **Public Comment**

- None

### **Prior minutes**

- MOTION (Jeremy Matt, second Siobhan Perricone): to approve the March 10, 2022 and March 28, 2022 Executive Committee minutes as drafted. Motion passed with one abstention. No discussion.

### **Treasurer's Report and Bills to Pay**

- Phil Cecchini provided an overview to the Committee advising there were two invoices to pay – one for CVRPC and one for NRTC.
- MOTION (Jeremy Matt, second Siobhan Perricone): to approve the bills to pay in the amount of \$621,080.68 as described by Phil Cecchini, Treasurer (see attachment 1). Passed unanimously. No discussion.
- It was confirmed there are still two outstanding invoices for pole services that are pending deliverables.

### **Fiber Delivery, Insurance, & Security**

- Jennille Smith advised there was a successful fiber delivery last week. They are still securing fencing for the area with sliding gates. The location is secure and product is insured. One unrolled fiber roll is being investigated with NRTC, but does not appear damaged. She reported a press event on delivery will be held during the upcoming week.

### **Budget Reallocation**

- Jerry Diamantides reported no action would be necessary on this item by this Committee. Details about the reallocation will be brought to the Finance Committee for review prior to going to the Governing Board for approval. There will be no expansion or retraction of the budget.

### **Internal Financial Controls**

- Ray Pelletier reported additional details are needed in procurement policy for an appropriate audit trail. These details were shared in a three-page memorandum
- Allen Gilbert asked for the history of the amendments to the policy. Ray confirmed started with recognition of the need for a process for items to be signed off on and appropriate detail being captured on invoices. There was discussion with the accountant, several committee members, and Jennille Smith to come up with the final draft.
- There was discussion on use of the credit card for permitting. It was confirmed there will be no credit card use for permitting, that it will be paid via invoice.
- MOTION (Ray Pelletier, second Siobhan Perricone): that the Executive Committee recommend the Governing Board adopt the Internal Financial Control Procedures Implementation Guidelines dated April 25, 2022. Passed unanimously. No discussion.

### **Grant Funds and Eligibility Update**

- Jerry Diamantides reported that an application must be filed to be eligible to obtain grants. Final draft is under review with Jennille Smith and Ray Pelletier and will be placed online tomorrow. He also reported that approval has been received for next installment of Act 71 grant funds that will pay the ~\$621,000 due to NRTC and to pay Executive Director salary and additional insurance and security fees being incurred. It is expected these funds will be received in the next few days. Ray Pelletier reminded the Committee that under the new charter it is the Executive Committee that approves grant applications. Jerry also reported that the WEC 3CUD Grant has some residual funds left over and reallocation of those funds has been verbally approved by VCCB and signed approval is anticipated shortly. The WEC Territory Grant has also received verbal approval to reallocate residual funds.

### **New Work Orders**

- Jerry Diamantides reported the following new work orders are approved and being implemented:
  - MBI to write and evaluate responses for Materials RFP
  - MBI to assist with pole inventory applications and follow-up
  - MBI to assist with securing the light sources for the fiber construction
  - Karen Kotecki to assist with rights of way and licensing

He also reported a meeting has been held with all consultants to review coordination and communication.

### **Communications Committee Update**

- MOTION (Siobhan Perricone, second Ray Pelletier): whereas a person can only be 10 years old once in their life and whereas that happens on one's birthday, I hereby move that the Executive Committee wish Chuck's son a happy birthday.
- Chuck Burt shared his screen to show the website activity following Front Porch Forum multi-community publications. It was noted this is doing a better job of driving traffic to the website than individual member posts.
- Ray Pelletier asked if this information could be shared at the Governing Board meeting with an ask for members to do alternate week blasts to help drive the numbers up.
- Chuck Burt also shared the Communications Committee approved the creation and launch of new webpage "Win Grants" that shares information on grants and includes a "contact your select board" template.
- Jennille Smith reported she got inquiries in response to her email blast related to the ARPA funding campaign.
- Chuck Burt also reported on the April 30<sup>th</sup> Standard Allocation choice for ARPA funds and discussion ensued as to how this might impact funds going to CVFiber for broadband build out.

### **Materials and Construction RFPs**

- Jennille Smith provided a brief overview on current RFPs, and Jerry Diamantides further reported there will be a Materials RFP (being developed by MBI) for warehousing, managing and inventory. There will also be a Construction RFP (being developed by NRTC).
- MOTION (Ray Pelletier, second Chuck Burt): the Executive Committee approve the issuance of an RFP for Materials, Warehouse and Supply Chain Services. Passed unanimously. No discussion.
- MOTION (Ray Pelletier, second Jeremy Matt): the Executive Committee approve the issuance of an RFP for Construction Services. Passed unanimously. No discussion.

### **Adjourn**

- Adjourned at 7:16 pm.

Respectfully submitted,  
Jeremy Matt, Clerk

Attachment 1: Bills to Pay

CVFiber  
 Open Invoice Log  
 4/25/2022

Type/ Check #	Date	Payee	Amount	Invoice/Account	Account	Funding	Grant Line	Chair Approval	Exec Committee
pending	4/18/2022	CVRPC	\$ 430.00	INV 3694	Admin Services	02240-FY22-Act71PreC-01	Outreach/Communic	Jerry Diamantides	4/25/2022
pending	4/25/2022	NRTC	\$ 620,650.68	PB90024082	Design Services	02240-FY22-Act71PreC-01	Design Services	Jerry Diamantides	4/25/2022 *
			<u>\$ 621,080.68</u>						

\* NRTC check is approved but not to be cut until funds are received from the grantor

Approved at the 4/25/2022 Executive Committee Meeting with the condition that the NRTC check not be cut until related funding is received (expected imminently)

Philip A Cecchini, Treasurer 4/25/2022