



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

May 31, 2022

### **Present:**

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

**Absent:** Chuck Burt (Moretown)

**Others Present:** John Walters (Vice-chair of Communications Committee), Phil Cecchini (Treasurer), Jennille Smith (Executive Director)

**Call to order:** Jerry Diamantides called the meeting to order at 6:33

### **Additions to the agenda:**

- Jerry Diamantides said that he would like to have a discussion of a special meeting on the 13<sup>th</sup> of June. It was confirmed to meet at 6:30 on June 13.

### **Public comment:**

- None

### **Prior Meeting Minutes:**

- MOTION (Jeremy Matt second Siobhan Perricone) to approve the May 12, 2022 meeting minutes as drafted. Passed unanimously. No Discussion.
  - Allen Gilbert suggested the following minor edit: correct spelling of “governing” at the top of the minutes.

### **Treasurer’s report & bills to pay:**

- Phil Cecchini gave an overview of the finances as outlined in the written report provided to the Committee prior to the meeting. Bills to pay amount: \$20,128.50.
- MOTION (Ray Pelletier second Siobhan Perricone) Approval of payment of the invoices totaling \$20,128.50. Passed unanimously. No Discussion.
- There was discussion related to whether or not this board be presented with a list of all disbursements (including fixed expenses). Discussion ensued and Ray Pelletier noted that all invoices (fixed or not) are annotated by the appropriate supervisor that they are

accepted, and then the Executive Committee approves, so there is a mechanism for tracking for audit.

- Siobhan Perricone provided an overview of what is going on with ARPA funds in Orange and public input, noting concern that so few of the public participated in the process so far.

#### **Fiber Fence & Security Update:**

- Jennille Smith provided an update on the status of materials receipt and storage, noting they are awaiting receipt of a gate to secure the fencing that has been installed.

#### **Grant Awards and Disbursement:**

- Jerry Diamantides reported a six million dollar award for purchase of materials has been received. He also reported that as of the end of May they have requested approval of disbursement of approximately three million in funds, as it is anticipated those funds will be needed to move forward with materials requisition, design team, make ready over the next several months.

#### **Pole Applications and Ride Outs:**

- Jennille Smith reported that pole inventories and ride outs have started this week, which is the beginning of the make ready in the WEC territory (approximately 1,200 poles).

#### **Meeting Recordings Availability:**

- Jerry Diamantides reported they have been asked how a member of the public can get access to meeting recordings. He confirmed there is an archive and that a procedure being worked on as to how the public can gain access to those recordings. It was noted that ORCA records the Governing Board meetings and the videos are available through ORCA. Discussion ensued as to determining what the organization's obligations are with regard to retaining recordings that are done for the purpose of minutes transcription and if recordings were required for all committees either under the regular Open Meeting Law or the 2022 temporary amendment. Also discussed was whether a records retention policy is necessary. It was concurred that Jennille Smith would research and bring information back to the committee so they can determine how to move forward with meeting recordings and records retention.

#### **Webinar:**

- Ray Pelletier reported on the status of scheduling and what would be presented at the upcoming webinar (June 22<sup>nd</sup>) as well as the potential scheduling of future webinars. It was confirmed this is an opportunity for community engagement regarding the status of the organization's ongoing work. There was also an update on the status of publicity for the webinar that is being handled by the Communications Committee.

#### **Treasurer's Search:**

- Jerry Diamantides shared appreciation for Phil Cecchini being their treasurer to date and Jennille Smith reported they have put out postings on Front Porch Forum requesting letters of interest and resumes for taking over the position. They have received two

letters and resumes. Phil will speak with both of these candidates in hopes to have one chosen for the upcoming Governing Board meeting.

**Construction RFP and Grant Application:**

- Jerry Diamantides recognized Ray Pelletier for the volume and quality of work he has put into contract negotiations for the organization to date and expressed gratitude for the countless hours he has put into this.
- David Healy reported on the status of the grant application and what is needed in order to complete and provide it to VCBB by the deadline of June 20<sup>th</sup>.
- There was also discussion related to construction efforts being undertaken by other organizations in the region.
- Jennille Smith reported the Construction RFP for construction contractors to build out the network is ready and will be issued.

**Public Relations & Marketing RFP:**

- Jennille Smith reported the plan is to hire a marketing agency to create and implement a marketing plan and that an RFP is being created for this.

**Materials & Warehousing Proposals:**

- Jerry Diamantides reported they have received responses to their proposals request for warehousing, supply chain services and materials; and these have advised that lead times may be necessary for some of the items. Ray Pelletier and Jennille Smith provided additional details related to the electronics that will be needed to build out the network and the status of proposal review.
- MOTION (Ray Pelletier second Siobhan Perricone) Whereas there is a considerable time delay to obtain materials to construct the CVFiber network;

Whereas the electronics and associated materials are particularly limited in availability, with lead times of four to six months;

Whereas the procurement policy permits the Executive Committee to authorize the procurement of budgeted goods and services between \$10,000 and \$250,000 using a simplified bidding process;

Whereas CVFiber has received quotes from two or more vendors in accordance with that policy;

Whereas the CVFiber acquisition of cabinets and cabinet electronic materials required for 2022 is less than \$250,000;

Whereas CVFiber received a Pre-Construction Supplemental Materials grant award of \$6 Million;

Move that the Governing Board Chair be authorized to contract for the cabinets and cabinet electronic materials for 2022 for an amount not to exceed \$250,000 and that said

costs be charged against and paid for from the Pre-Construction Supplemental Materials Grant. Passed unanimously. No Discussion.

**Adjourn**

- Adjourned at 7:43 pm.

Respectfully submitted,  
Jeremy Matt, Clerk

Attachment 1: Bills to Pay

Type/ Check #	Invoice Date	Payee	Amount	Invoice/Account#	Notes	Account	Funding	Grant Line	Chair Approval
<b>Pending approval by Executive Committee</b>									
Pending	2/22/2022	Vantage Point	\$ 2,812.50	INV 160850	Non WEC High Level Design	Design Services	02240-FY21-CUDH315PreC-01	High Level Design	David Healy
Pending	5/16/2022	Washington Electric	\$ 2,280.00	WEC Pole Field Survey CV-CL01-1 Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 2,335.00	WEC Pole Field Survey CV-CL01-2 Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 2,269.00	WEC Pole Field Survey CV-CL01-3 Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 1,499.00	WEC Pole Field Survey CV-CL01-4 Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 2,269.00	WEC Pole Field Survey CV-CL02-1 Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 2,203.00	WEC Pole Field Survey CV-CL02-2 E Montpelier & Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 2,269.00	WEC Pole Field Survey CV-CL02-3 E Montpelier & Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Pending	5/18/2022	Washington Electric	\$ 2,192.00	WEC Pole Field Survey CV-CL02-4 Calais	Application for Makeready	Pole Services	02240-FY22-Act71PreC-02	Pole Inventory	Jennille Smith
Total of Invoices for Approval			\$ 20,128.50						