



CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

July 14, 2022

Present:

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

Absent:

Others Present: Jennille Smith (Executive Director); Laurie Beth Putnam (Treasurer); Phil Cecchini

Call to order: Jerry Diamantides called the meeting to order at 5:01 pm

Additions to the agenda:

- Ray Pelletier reported Public Finance documents are not available yet so that needed to be removed as well as the 5:25 item of Construction Proposal Negotiating Team as it appeared to be a duplicate of another item.

Public comment

- None

Prior Meeting Minutes

- MOTION (Allen Gilbert, seconded David Healy) to approve the minutes. Discussion: Jeremy Matt noted there were several minutes to review and that there were edits shared on the June 27th minutes. He proposed the following friendly amendment: To approve the June 27, 2022 and June 30, 2022 minutes as drafted with revisions to the June 27th meeting minutes. Passed unanimously.

Treasurer's Report & Bills to Pay

- Ray Pelletier shared the bills to pay via screen share. He noted the Tilson bill in the amount of \$14,286.20 was not approved to be paid yet. He called for a motion to pay bills in the amount of \$292,070.79 minus \$14,286.20.
- MOTION: (David Healy, seconded Ray Pelletier): to approve the payments as adjusted without the Tilson invoice for a total of \$277,784.59. Discussion: It was confirmed the

list of approved invoices would be sent to Jeremy Matt to attach to the minutes. Passed unanimously.

- Chuck Burt inquired what the next steps would be now that the Crowd Fiber line item has been approved in the budget. Jennille Smith confirmed the agreement is being prepared and once the agreement is signed the invoice will be generated and paid.

Public Finance Documents

- Not addressed at this meeting

Project Management Software License

- Jerry Diamantides and David Healy reported on a software, SmartSheets, that NEK is using to understand and see the process from design through make-ready up to construction that will allow the organization to better manage the work being done. David also mentioned an online pole map system that will show the status of poles as they go to construction.
- Cost of the license is an incidental purchase (\$3,000), which does not need action by the full Committee.
- Jennille Smith added that the software also allows attaching necessary documents for the auditing process.

2023 Budget Process

- Ray Pelletier reported that input was needed from all Committees regarding what funds might be needed for 2023 as well as forecasting for 2024-2025. He advised the Board needs to take action at its October meeting to approve a budget to be sent to towns, and a public hearing will be held in November prior to a December adoption of a budget.
- There was brief discussion as to where technologic infrastructure will be outlined in the budget.

Warehouse Update

- Jennille Smith reported they are actively looking for warehousing and obtaining a proposal from KGP for potentially sharing warehousing space with NEK. In the meantime, there is some space at WEC.

Construction Contractor Negotiation Team

- Jerry Diamantides reported contractor responses have been received and they want to move forward with negotiation with the contractors. He suggested a small group be put in place to move forward with negotiations. He requested a motion to create the negotiating team. The negotiating team would then come back to the Executive Committee with a recommendation which they would review and bring to the Governing Board.
- MOTION: (Ray Pelletier, seconded Siobhan Perricone): the Executive Committee appoint a negotiating team of Jennille Smith, Ray Pelletier, Jerry Diamantides, and NRTC representation. Discussion: Jerry opened to additional participation by Committee members. The vote was called and passed unanimously.

Other Business

- There was general discussion regarding recent Front Porch Forum post.

Adjourn

- Adjourned at 5:34 pm.

Respectfully submitted,

Nancy Chartrand, Central Vermont Regional Planning Commission

Attachment 1: Bills to Pay

Accounts Payable for July 14 meeting:

	name	inv #	amt
	Jennille- reimbursement		2,913.05
	KGPCo	23392456	1,035.41
		23397716	54.00
		23380506	856.79
		23380784	5,669.09
		23382837	1,058.75
		23383182	2,369.35
	Kotecki	CVK003	2,149.02
		CVK004	360.00
	VCUDA		261,319.13

277,784.59 approved to be paid 7.

/14/2022