



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

August 11, 2022

### **Present:**

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

**Absent:** Chuck Burt (Moretown)

**Others Present:** Jennille Smith (Executive Director), Linda Gravel (Waterbury), Laurie Beth Putnam (Treasurer)

**Call to order:** Jerry Diamantides called the meeting to order at 5:02 pm

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

- Jerry Diamantides requested to add the change in the implementation guidelines for bill paying be discussed.

### **Public comment**

- None

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

- Laurie Beth Putnam provided an overview of the report provided to the Committee prior to the meeting outlining both bills ready to be paid and those awaiting acceptance and approval for payment. A screen share was provided. Ray Pelletier suggested the outstanding bills be approved and annotated at this time so when they are formally accepted they can be paid timely. He advised that Mission Broadband would be accepted by Jennille Smith so that can be approved, Nathan Weschler would be accepted by Jerry Diamantides and can be approved, KGP would be accepted by Jennille Smith and can be approved, Cornerstone Group is accepted by Jennille Smith and can be approved. He further noted Hardwick Electric and Washington Electric can be directly accepted and approved by Jennille Smith under prior authorization from the Committee.
- MOTION: (Ray Pelletier, seconded Jeremy Matt): moved to approve the payment for Apex, Smart Sheet, and WEC in the amount of \$118,465.30 (see Attachment 1 for a summary of invoices).

Discussion: That Hardwick Electric and GMP can be paid directly by Jennille.  
Passed unanimously.

- Jeremy Matt requested a summary of approved bills and their total to be added to the minutes. There was additional discussion on how invoices are notated and tracked for audit purposes.

### **2023 Budget Development**

- Jerry Diamantides reminded that budget time is coming due.
- Ray Pelletier advised the Board approved the additional authority for the Executive Committee to approve guidelines at their last meeting and that the Implementation Guidelines have been provided to the Executive Committee for approval. He shared his screen and reviewed the changes that have been made to the guidelines.
- MOTION: (Ray Pelletier, seconded Siobhan Perricone): to approve the Internal Financial Control Procedures Implementation Guidelines dated August 11, 2022. Discussion: Allen Gilbert requested the Board be notified of the approval of the Guidelines by email and Jerry confirmed he would do so.  
Passed unanimously.

### **Business Plan**

- Jerry Diamantides noted no action would likely be taken, but that Executive Session would be appropriate for the discussion.
- MOTION (Ray Pelletier, seconded Jeremy Matt): to enter Executive Session to discuss records that are confidential pursuant to 1 V.S.A. § 313(a)(6), specifically [financial details] that relate to our strategic planning and invite any of the following: legal counsel; staff; clerical assistants; and persons who are subjects of the discussion or whose information is needed according to 1 V.S.A. § 313(b).  
Passed unanimously.
- Entered Executive Session at 5:22 pm.
- Exited Executive Session at 5:44 pm.
- No action came out of Executive Session.

### **Warehouse Update**

- Jennille Smith reported there are five pallets scheduled to be delivered to the warehouse in Montpelier and delivery would be accepted by Wild Blue Yonder. Power has been turned on and internet service procured. The lot has been graveled and fence quotes have been received.

### **Communication RFP Update**

- Jennille Smith reported the RFP received four bids and all four firms are being interviewed. She advised a review session will then be conducted and decision made with a goal to have a kick-off on August 24<sup>th</sup> with the selected contractor. Discussion ensued regarding the need for Crowd Fiber to assist with integration of the selected contractor.

### **Construction Schedule & Contractors**

- Jerry Diamantides reported there was no additional information on the schedule beyond what was discussed during Executive Session at the Board meeting. David Healy inquired about the timeline for the Master Service Agreement; and Jennille Smith advised there is a draft Master Services Agreement which is being reviewed at this time and that it is hoped those awards will be made before the end of August. There was further discussion on the type of legal review that is necessary for contracts and that clarification is being sought to confirm this.

#### **Prior Meeting Minutes**

- MOTION (Jeremy Matt, seconded Siobhan Perricone): to approved July 25, 2022 meeting minutes as drafted.  
Passed unanimously. Jeremy Matt extended a thank you to Nancy for completing the minutes.

#### **Adjourn**

- Adjourned at 5:58 pm.

Respectfully submitted,

Nancy Chartrand, Central Vermont Regional Planning Commission

Attachment 1: Bills to Pay