



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

October 13, 2022

### **Present:**

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

**Absent:** Jeremy Matt (Plainfield), Chuck Burt (Moretown)

**Others Present:** Jennille Smith (Executive Director), John Walters, Laurie Beth Putnam (Treasurer)

**Call to order:** Jerry Diamantides called the meeting to order at 5:03 pm

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

- David Healy noted that the “conduit policy” on the agenda is actually a “conduit specification”
- Jerry Diamantides noted that he thinks we’re going to need a special meeting of the Executive Committee and suggested 10/26/2022. Siobhan Perricone said that she had a conflict at 6PM. Jerry Diamantides suggested meeting at 5PM. Allen Gilbert said that he might be on the road.
- Allen Gilbert noted that the “community representative participation policy” should be changed to “community representative participation rule”.

### **Public comment**

- None

### **Prior Meeting Minutes**

- Jeremy Matt was not present, so the item was tabled until the next meeting.

### **Bills to Pay**

- Laurie Beth Putnam reported that the only expense we have to pay are mileage for Jennille Smith in the amount of \$676.51. Jennille noted that this expense is for the quarter.
- MOTION (Ray Pelletier second Siobhan Perricone) motion to pay the expenses in the amount of \$676.51. No discussion. Passed unanimously.

### **Community Representative Participation Rule**

- Allen Gilbert reported that the Policy Committee has revised the participation rule, and noted that (because this item was tabled at a Governing Board meeting) the Policy Committee will recommend to the Board that this item be un-tabled.
- Allen Gilbert noted that the document has been revised to be more positive, but that most of the steps aren't much different. Allen Gilbert discussed some of the differences.
- MOTION (David Healy second Siobhan Perricone) that the Executive Committee forward to the full board the updated rule on representative participation. No discussion. Passed unanimously.

### **Communications Contract**

- Ray Pelletier noted that this is two parts, the Crowd Fiber contract and Crawford contract.
- Jennille Smith reported on the Crowd Fiber Contract. Crowd Fiber (owned by NRTC) is going to help us getting subscribers. It is \$1800/month for a three-year term and the setup fee has been waived.
- MOTION (Ray Pelletier second Siobhan Perricone) Move that the Executive Committee approve Exhibit K CrowdFiber Services of the NRTC Master Services Agreement and authorize the Chair to execute the agreement. No discussion. Passed unanimously.
- Jennille Smith noted that we also have a master services agreement and scope of work for public engagement and for Crowd Fiber integration into our website. The cost is about \$75,000 for the contract plus \$1,500 for the website support
- MOTION (Ray Pelletier second Siobhan Perricone) Move that Executive Committee approve the Public Engagement and Marketing contract with Crawford Strategy and authorizes the Chair to execute the contract. No discussion. Passed unanimously.

### **Inventory Management System**

- Ray Pelletier suggested that this could be brought up in the special meeting on 26<sup>th</sup>. He thinks it'll be a recommendation to the Governing Board.
- Jerry Diamantides noted that we're already getting inventory management services, but on a month-by-month basis. We need a longer-term contract.

### **Conduit Specification**

- Jerry Diamantides noted that the Conduit Specifications need to be on the website.
- David Healy said that they've been discussing with WCVT to figure out what conduit specifications need to be. Existing conduit is the responsibility of the subscriber. David Healy brought up a customer who wants to bury the fiber instead of putting it in a conduit, and we're not going to allow this. David Healy said that WCVT will run fiber through existing conduit.
- MOTION (David Healy second Siobhan Perricone) Move that the Executive Committee approves the publication of the Buried Service Specifications on the CVFiber website adopted by the CVFiber Network Manager and Internet Service Provider, Waitsfield Champlain Valley Telecom. Passed unanimously. Discussion:
  - Allen Gilbert asked if he could do a few minor formatting edits after this is approved.

### **Construction Contract and Schedule**

- Jerry Diamantides reported on the construction contract schedule. He said that we're not ready for action on this item.
- Ray Pelletier reported that we now have 5 licenses and 35 miles where we can build.

### **Roundtable**

- David Healy reported that we finally got the pole inventory for Cabot and Marshfield. He'll be sending it to Henry for QC.

### **Adjourn**

- Adjourned at 5:28 pm.

Respectfully submitted,  
Jeremy Matt, Clerk