



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

October 31, 2022

### **Present:**

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

**Absent:** Chuck Burt (Moretown)

**Others Present:** Jennille Smith (Executive Director), Henry Amistadi (Duxbury), John Walters (Communications Committee Vice Chair), Linda Gravell (Waterbury)

**Call to order:** Jerry Diamantides called the meeting to order at 6:30 pm

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

- None

### **Public comment**

- None

### **Prior Meeting Minutes**

- MOTION: (Jeremy Matt, seconded Siobhan Perricone) to approve the September 26, 2022 and October 13, 2022 minutes as drafted. Motion passed unanimously.

### **Bills to Pay**

- None

### **Make Ready/Pole License Update**

- Jennille Smith reported they now have nine licenses, and more are expected soon. They continue to discuss make ready with VCCB. Ride outs continue with Hardwick Electric, Green Mountain Power; and Washington Electric Cooperative has been very responsive in the application process. Henri Amistadi requested access to applications to address data analysis and estimates.

### **Warehouse and Materials Update**

- Jennille Smith reported there was a construction and warehousing meeting held last week. Materials continue to be received. Warehouses are being built out with shelving; and an office is being constructed within one warehouse. Inventory is being managed by Wild Blue Yonder. Discussion ensued regarding vigilance related to lead times and tracking of materials. Construction is anticipated to start within the next 10 days.

### **Public Engagement & Marketing Contract**

- Jennille Smith reported that a notice to proceed has been issued to Crawford and initial work has started. Discussion ensued about individual town needs and how to address.

### **2023 Budget and Town Reports Update**

- Jerry Diamantides reported that the budget and town reports have been forwarded to towns. He also advised the Governing Board meeting is postponed from November 8 to November 9 and will be an opportunity for towns to comment on the budget.

### **Construction Contracts, Scopes of Work, and Notices to Proceed**

- Jerry Diamantides reported that construction is expected to start soon and that a special Governing Board meeting was held in order to allow the Executive Committee to execute notices to proceed.
- MOTION (Ray Pelletier, seconded Jeremy Matt): Whereas the Governing Board on October 31, 2022 approved the statement of work contract with USIS Cable Enterprises SOW1, SOW2, SOW3 and SOW4, and Whereas the Board authorized the Executive Committee to approve the issuance of notices to proceed for this work as and when appropriate, it is moved the Executive Committee approve the issuance of notices to proceed for SOW1 and SOW2 in the Calais OLT district and SOW3 for construction of the Marshfield OLT platform in the Marshfield OLT district and SOW 4 for the OLT platform in the Rumney School district by the Executive Director when directed by the Chair.

Discussion: Jerry noted flexibility will be needed and Jennille is managing the work, so they want to give Executive Director the ability to implement the notices to proceed as directed by the Chair in order to keep the work flowing and still maintain accountability. It was confirmed that each notice to proceed would entail an estimate of cost. Vote called and passed unanimously.

### **Adjourn**

- Adjourned at 7:05 pm

Respectfully submitted,  
Jeremy Matt, Clerk