



## CVFIBER EXECUTIVE COMMITTEE MEETING MINUTES

Virtually on MS Teams

March 8, 2023

### **Minutes Short Summary**

No action was taken on Approving Prior Minutes or Bills to Pay. The Executive Committee unanimously approved the motion to approve the pole inventory Work Orders for BL01, DC02, and WB01 with TCE to conduct pole inventories in accordance with the respective Work Orders subject to Notices to Proceed as authorized by the Chair. Construction continues, although at a slower pace due to the weather. CVFiber has ordered approximately \$600,000 in additional materials as lead times could be up to twelve months. The website is being built out to respond to early test customers' concerns. The expectation is that the Governing Board will approve the hiring of the Operations Manager at this evening's special meeting. The Community Relations hiring group is reviewing resumes received and expects to be able to conduct in-depth interviews with a few finalists next week.

### **Present:**

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

### **Absent:**

**Others Present:** Jennille Smith (Executive Director), Linda Gravell (Waterbury), John Walters (Vice-Chair of Communications Committee), Laurie-Beth Putnam (Treasurer), Tom Fisher (East Montpelier)

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

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

- None

### **Public comment**

- None

### **Prior Meeting Minutes**

- None

## **Bills to Pay**

- None

## **Pole Inventory Contract**

- Discussion: David Healy said that only three DAs do not have a pole inventory completed. Apex's prices are higher so David got three more bids; TCE was so low that David double-checked the price. David has worked with them and they are one of the best engineering companies in the state. Ray Pelletier noted that the scope of work has been narrowed down, too.
- **MOTION** (David Healy, Second Siobhan Perricone)  
*Whereas CVFiber has completed pole inventories in all but three remaining distribution areas: BL01, DC02, and WB01.*

*Whereas pole inventories are necessary to have sub-meter accurate pole locations in order to finalize the detailed designs for these distribution area;*

*Whereas CVFiber has recently solicited proposals from our previous contractors and a solicitation that was posted on the VGIS Listserve,*

*Whereas CVFiber received and reviewed three proposals that were submitted to complete this work,*

*Whereas TCE has submitted a technically sound and a least cost proposal,*

*Whereas TCE has agreed to terms and conditions in a Work Orders,*

*Moved that the Executive Committee approves the pole inventory Work Orders for BL01, DC02, and WB01 with TCE to conduct pole inventories in accordance with the respective Work Orders subject to Notices to Proceed as authorized by the Chair.*  
Passed unanimously.

## **Construction Update**

- Discussion: Jennille Smith noted that weather has slowed down the work. Construction started on the Rumney School OLT, and we have passed 69 residences. The work covers part of Calais. Allen Gilbert asked if the areas are connected to each other for backup. Jennille Smith and Jerry Diamantides confirmed that there are multiple ways in and redundancy built into the system.

## **Materials Update**

- Discussion: Jennille Smith reported that CVFiber has ordered an additional \$600,000 in materials to ensure we are prepared due to the up to a year lead time for some materials. We are also checking current inventory to see what the immediate needs are. NEK is giving us materials as well as CVFiber supplying materials to NEK. NEK is helping us when we are in short supply and we are trading with them.

- Jerry Diamantides asked about the connection between the materials update and the audit. CVFiber does have a snapshot of what is in the warehouse, using Finale. We are adding in the dollar amount in the Finale database. Wild Blue Yonder will help us as well. We need a definition of “one” for every item in the warehouse.

### **Website Update**

- Discussion: Linda Gravell said that requirements have been sent out to Marjorie to put up a page in Wordpress. We have also been working with our developer in Pakistan to work through snags. Progress is being made. Jennille Smith noted that customers have asked if CVFiber will have TV, and Marjorie will include this so customers know that high speed Internet will give them great entertainment options.
- Linda Gravell noted that CVFiber should, when possible, provide what our early customers request.
- Siobhan Perricone said we need to be clear that there are charges for accessing various streaming services which are in addition to the Internet bill.

### **Operations Manager Update**

- Discussion: Jerry Diamantides said that hopefully at the upcoming Special Governing Board Meeting, CVFiber will approve the hiring of the Operations Manager.

### **Community Relations Manager Update**

- Discussion: Jennille Smith reported that CVFiber is advertising for this position as was done for the Operations Manager; however, we did ask that applicants be relatively local in Vermont. The top four candidates will have fifteen-minute screenings to determine which candidates move to an hour-long interview next week.
- Jerry Diamantides asked if we should request a writing sample or other marketing work sample. Ray Pelletier suggested we give them a scenario or challenge as a test case. This will be incorporated into the screening process. Allen Gilbert asked to check the filming experience of the candidates also.

### **Adjourn at 5:32pm**

- **Motion to Adjourn:** Jerry Diamantides.

Respectfully submitted,  
Jeremy Matt, Clerk