

1 **Northwest Communications Union District PMO Subcommittee Meeting**  
2 **March 10, 2022, 6:00 p.m.-Meeting Minutes**  
3 **Remote via Zoom**  
4

5 **Attendance:** Sean Kio (ED), Mary Kay Raymond (Ops), Chasidy Benjamin (Admin), Everett McGinley  
6 (Montgomery), Brenda Churchill (Bakersfield), Jake Kane (Sheldon), Erik Breiland (Milton), Peter  
7 Southwick (Grand Isle).  
8

9 **Welcome, Roll Call, Adjustments to the Agenda**

10 S. Kio called the meeting to order at 6:11pm. No adjustments to the agenda.  
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12 **Public Comment**

13 None.  
14

15 **Personnel Policy**

16 E. McGinley documented the changes he would recommend to the policy. S. Kio shared this with the  
17 subcommittee via shared screen. The group discussed the probable revisions to the policy. E. Breiland  
18 asked how many additional employees we foresee being hired. S. Kio answered none at this time but as  
19 we get into projects or get additional funding, we may add a couple at most. S. Kio will send over the  
20 revisions that the group decided on to Chasidy and she will make the changes and get it ready for the  
21 Board to approve at the next meeting.  
22

23 **Ops Update**

24 M.K. Raymond reported:  
25

- 26 • Working on getting Vetro Fiber map set up. M.K. Raymond screen shared the Vetro Fibermap so  
27 the group could get a better idea of what this tool looks like and how we can utilize it. It is a  
28 powerful tool that will be able to show us project milestones and much more.
- 29 • Warehousing: Collaborating and getting lists together for the municipal survey with the town  
30 clerks, road foreman and road commissioners in the area. We hope to find some warehousing  
31 resources as it will be a necessity for us for our equipment to be stored. We are looking for all  
32 avenues, options, and resources within municipalities. There was a brief discussion amongst the  
33 group about size of generators, reason for generators and storage spaces.
- 34 • Staging, opportunities, working with utility people. Progress with Peter Rossi and Swanton  
35 Electric. Getting our RFPs ready, and hope to have that going in April. Next week we are  
36 working with our ISP provider to get more information on OSP and technical document to move  
37 forward on several levels.  
38

39 **OSP and Architecture**

40 S. Kio stated there was a delay with the retail ISP on this, now it is pending until next week as their lead  
41 engineer is sick. We know what we need on our end of things, but we are waiting to hear from the retail  
42 ISP and will share more when we have that information.  
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48 **Other Business**

49 S. Kio stated that we have gotten positive feedback since the press release. We have already been  
50 contacted by another service provider who is interested in possibly joining us. CCI is intrigued and there  
51 is a potential for them to be a second tenant. A handful of vendors including Corning have reached out,  
52 the national press released our news, and it is important telecom news. We were hoping for this kind of  
53 excitement, we have many aspects that we still need to secure so this is helpful for us.  
54

55 B. Churchill asked where we purchased our fiber from. S. Kio answered that we were part of the bulk  
56 order with VCUDA, NRTC is facilitating the purchase on behalf of VCUDA, who is doing it on behalf of the  
57 CUDs. There may be additional bulk buys in the future, but we are going to establish our own source as  
58 well for materials, we do not want to rely on one source. B. Churchill asked if we are still expecting the  
59 delay in fiber delivery. S. Kio stated that yes, but it should not affect any of our project timelines for this  
60 year.  
61

62 P. Southwick suggested that he might know a supplier for fiber and will pass along to M.K. Raymond.  
63

64 **Adjourn**

65 *B. Churchill motioned to adjourn. E. Breiland seconded. Motion carried.*  
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67 Meeting adjourned at 6:48pm.  
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