Heath, MA Fiber to the Home (FTTH) Project Kickoff Meeting (Project: HE-CNST-10001; Contract 19-08 H)
August 28, 2020 at 2 pm

Join Microsoft Teams Meeting
+1 617-865-3953   United States, Boston (Toll)
Conference ID: 872 653 637#

- Introductions
  - WCF Project Management team
  - Heath MLP members and others present
  - Triwire Project Management team
    - Triwire Employee list assigned to project
- Construction staging area
  - Materials handling Triwire
  - Materials handling and deliveries – WGE
- Police detail and scheduling
- Incident reporting
  - Contact Information
  - Documentation required
- FTTH Construction target build areas
- Project Schedule
  - Projected construction start date
  - Projected construction completion date
  - Notice to Proceed

Heath: (14 month schedule, 1st FSA release date for Feb 2021)
Preconstruction meeting Date: August 28th, 2:00 PM
Soft Launch Construction Date: Mid-September, actual date TBD
Hard Construction Schedule Date: October 5th, 2020

- Progress Reports
  - Schedule of Values and project tracking updates
  - Network Map project updates
  - Contractor Invoicing
• Heath Fiber Hub
  o Environmental, Electrical status
  o Building readiness, walk through, certification
  o WCF outfitting
  o Triwire outfitting, OSP Cable construction to building
  o Fiber Hub detail
  o MBI Installation and interconnect
  o Go live date

• Network Design Updates
  o Design revisions
  o Premise Planning Report
    • Identified Network Extension buildouts
  o As-built prints/ deliverables, design revisions, FTP site access
  o Pre/post construction survey and ride outs

• Other Business

**Establish weekly project meeting with following rolling agenda:**

* Reports, Construction updates
* Weekly production report update
* Build area construction activities
* Strand
* Cable
* MST installation
* Splice
* Network Certification
* Incident reports
* Billing Issues
* MBI Connection to Hub
* Hub Status
* Other business

Additional agenda items as discovered
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