

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

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+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 28 th , 2:00 PM
Soft Launch Construction Date:	Mid-September, actual date TBD
Hard Construction Schedule Date:	October 5 th , 2020

- Progress Reports
 - Schedule of Values and project tracking updates
 - Network Map project updates
 - Contractor Invoicing

- Heath Fiber Hub
 - Environmental, Electrical status
 - Building readiness, walk through, certification
 - WCF outfitting
 - Triwire outfitting, OSP Cable construction to building
 - Fiber Hub detail
 - MBI Installation and interconnect
 - Go live date
- Network Design Updates
 - Design revisions
 - Premise Planning Report
 - Identified Network Extension buildouts
 - As-built prints/ deliverables, design revisions, FTP site access
 - 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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