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*Justin Johnson, Secretary*

## MEMORANDUM

**TO:** Agency and Department Heads  
**FROM:** Justin Johnson, Secretary, Agency of Administration  
**DATE:** August 1, 2016  
**RE:** VoIP Phone Upgrade – Data Collection Visits Scheduled through December 2016

In a project update notice sent out to all State employees on [May 10, 2016](#), information was shared about the Voice over Internet Protocol (VoIP) Project and its progress made to modernize the States phone system. The VoIP Team is now scheduling upgrades through December 2016 with the Q3 schedule of transition dates published on the [schedule page](#) of the web site.

The first step with every site transition to VoIP begins with our partner and service provider, NWN Communications, collecting information regarding existing telephone service and VoIP phone upgrade requirements. Sites not yet transitioned to VoIP will be scheduled for a Data Collection approximately two months prior to their actual transition date, and require a designee from each agency/department at the site meet with and guide the NWN engineer to the areas and staff phones being upgraded. Before beginning, the VoIP project team will provide your designated staff contact with information about the process.

Please provide NWN with access to staff on-site and allow staff to meet with and guide the NWN engineer to the areas and staff phones being upgraded. Having the State personnel ready and present on the scheduled date will help insure a smoother, more accurate site assessment.

Listed below is the current schedule of Data Collection dates. If your geographic location has not yet been contacted and you find your site(s) listed, please instruct staff that NWN engineers will be on-site to verify the current phone service and identify any unique needs. Because dates may be subject to change, we encourage your staff to periodically check the [schedule page](#) for updates. In addition, your designee or other interested staff may contact the VoIP Project Team [DII.VoIPProject@vermont.gov](mailto:DII.VoIPProject@vermont.gov) and send any initial questions in regard to the data collection and VoIP transition processes.

We welcome any additional questions or comments you may have regarding this project. To get more detailed information including answers to frequently asked questions (FAQ's), or to submit your own question, please visit the project website at <http://dii.vermont.gov/news-issues/enterprise-projects/voip>.

## Voice over Internet Protocol (VoIP) Tentative Data Collection Schedule

Physical Address	City	Data Collect Date	Time of Day
325 North St	Bennington	8/10/2016	A.M.
324 S Main St	Bennington	8/10/2016	P.M.
232 Main St	Brattleboro	8/11/2016	A.M.
28 Vernon St	Brattleboro	8/11/2016	P.M.
312 Hurricane Ln	Williston	8/12/2016	A.M.
289 Hurricane Ln	Williston	8/12/2016	P.M.
426 Industrial Ave	Williston	8/12/2016	P.M.
88 Merchants Row	Rutland	8/31/2016	A.M.
92 State St	Rutland	8/31/2016	A.M.
271 N Main St	Rutland	8/31/2016	P.M.
1126 Main St	St Johnsbury	9/14/2016	A.M.
67 Eastern Ave	St Johnsbury	9/14/2016	A.M.
1153 Main St	St Johnsbury	9/14/2016	P.M.
350 Fisher Rd	Berlin	9/15/2016	A.M.
109 State St	Montpelier	9/22/2016	All Day
120 State St	Montpelier	9/28/2016	All Day
89 Main St	Montpelier	9/29/2016	All Day
112 State St	Montpelier	10/5/2016	A.M.
111 State St	Montpelier	10/5/2016	P.M.
65 State St	Montpelier	10/5/2016	P.M.
33 State St	Montpelier	10/12/2016	A.M.

## Voice over Internet Protocol (VoIP) Tentative Data Collection Schedule

Physical Address	City	Data Collect Date	Time of Day
116 State St	Montpelier	10/12/2016	P.M.
10 Baldwin St	Montpelier	10/13/2016	A.M.
6 Baldwin St	Montpelier	10/13/2016	A.M.
9 Baldwin St	Montpelier	10/13/2016	A.M.
13 Baldwin St	Montpelier	10/13/2016	P.M.
14-16 Baldwin St	Montpelier	10/13/2016	P.M.
132 State St	Montpelier	10/19/2016	A.M.
134 State St	Montpelier	10/19/2016	A.M.
2 Gov Aiken Ave	Montpelier	10/20/2016	A.M.
4 Gov Aiken Ave	Montpelier	10/20/2016	A.M.
100 State St	Montpelier	10/20/2016	P.M.
110 State St	Montpelier	10/20/2016	P.M.
13 Green Mtn Dr	Montpelier	10/21/2016	A.M.
32 College St	Montpelier	10/21/2016	A.M.
7 Green Mtn Dr	Montpelier	10/21/2016	A.M.
81 River St	Montpelier	10/21/2016	A.M.
1 Scale Ave	Rutland	10/26/2016	A.M.
101 State Place	Rutland	10/26/2016	A.M.
145 State St	Rutland	10/26/2016	A.M.
56 Howe St	Rutland	10/26/2016	P.M.
83 Center St	Rutland	10/26/2016	P.M.

## Voice over Internet Protocol (VoIP) Tentative Data Collection Schedule

Physical Address	City	Data Collect Date	Time of Day
156 S Village Green	Middlebury	11/2/2016	A.M.
102 Court St	Middlebury	11/2/2016	P.M.
7 Mahady Ct	Middlebury	11/2/2016	P.M.
2178 Airport Rd	Berlin	11/3/2016	A.M.
1311 US Rte 302	Berlin	11/3/2016	P.M.
1756 US Rte 302	Berlin	11/3/2016	P.M.
322 Industrial Ln	Berlin	11/3/2016	P.M.
30 Putney Rd	Brattleboro	11/9/2016	A.M.
41 Springtree Rd	Brattleboro	11/9/2016	A.M.
185 Main St	Brattleboro	11/9/2016	P.M.
50 Park Place	Brattleboro	11/9/2016	P.M.
30 Upper Village Green	Chelsea	11/10/2016	A.M.
5 Court St	Chelsea	11/10/2016	A.M.
197 Harrel St	Morrisville	11/11/2016	A.M.
63 Professional Dr	Morrisville	11/11/2016	A.M.
1068 US Rte 5	St Johnsbury	11/16/2016	A.M.
107 Eastern Ave	St Johnsbury	11/16/2016	A.M.
347 Emerson Falls Rd	St Johnsbury	11/16/2016	A.M.
347 Emerson Falls Rd	St Johnsbury	11/16/2016	A.M.
1998 Memorial Dr	St Johnsbury	11/16/2016	P.M.
189 Troy Ave	Colchester	11/17/2016	A.M.

**Voice over Internet Protocol (VoIP)  
Tentative Data Collection Schedule**

<b>Physical Address</b>	<b>City</b>	<b>Data Collect Date</b>	<b>Time of Day</b>
359 S Park Dr	Colchester	11/17/2016	A.M.
382 Hercules Dr	Colchester	11/17/2016	A.M.
111 West St	Essex Jct	11/18/2016	A.M.
26 Woodside Dr	Essex Jct	11/18/2016	A.M.
100 Rte 279	Bennington	11/30/2016	A.M.
120 Depot St	Bennington	11/30/2016	A.M.
411 Gage St	Bennington	11/30/2016	P.M.
12 The Green	Woodstock	12/7/2016	A.M.
7 Court St	Newfane	12/8/2016	A.M.
434 US Rte 2	Waterbury	12/9/2016	A.M.
93 Pilgrim Park	Waterbury	12/9/2016	A.M.
317 Academy Rd	Pittsford	12/14/2016	A.M.
405 Academy Rd	Pittsford	12/14/2016	A.M.
672 Academy Rd	Pittsford	12/14/2016	A.M.
93 Davidson Dr	Pittsford	12/14/2016	P.M.
1076 US Rte 2	Middlesex	12/15/2016	A.M.
1078 US Rte 2	Middlesex	12/15/2016	A.M.
128 State St	Montpelier	12/16/2016	A.M.
89 Main St	Montpelier	12/16/2016	A.M.