



Minutes
Business Development Committee
November 5, 2019
Stone Environment Office-3rd Floor, 535 Stone Cutters Way, Montpelier

Attendees: David Healy, Jerry Diamantides, Michael Birnbaum, Greg Kelley, Dan Jones, Ken Jones, Siobhan Perricone, and Jeremy Matt

1. Public Comment-None
2. Other Items for Agenda -Added WEC news item
3. Updates on Activities-Group
 - a. Broadband Innovation Application Submittal
 - i. Aaron Brassard in charge of State Fiber; inventory assets at PSD
 - ii. PSD acknowledged receipt of our Proposal
 - iii. Hoping to hear on Friday
 - b. Fundraising: David will provide Siobhan with Spreadsheet from Survey to identify list to mail requests for donations.
 - c. VTrans ROW in PEG funding project Discussion
 - d. Discussed managing vertical assets in small chunks
 - e. Greg reported that Waitsfield Champlain is interested in being an operator
 - f. Greg had a conversation with a Vermont company, Vertek, regarding database inventory.
4. Responding to RFP Questions:
 - a. David will compile all questions submitted by November 13th and send out compilation to BD Committee
 - i. David will draft responses to be reviewed by Committee.
 - ii. Final version of responses completed by November 19th
 - iii. Jared will post answers on website on November 20th
 - iv. David will notify those firms who said they were going to bid that answers to questions are on Web
 - v. Question about Funding – committee decided that we will indicate that we have \$60,000.
5. Proposal Responsibilities/Assignments/Calendar
 - a. Ken & Greg will convert RFP's Ranking Criteria into Point System by December 3rd.
 - b. Each member to complete ranking by December 10th
 - i. David will send out proposals with ranking sheet all BD Committee members on December 3rd
 - ii. BD Committee will review and submit their rankings to Greg by December 10th
 - iii. Greg will present the composite rankings at the BD Committee Meeting on the 12th
 - c. Deliberations at meeting @17 negotiations follow.
6. Survey Update and Needs-David
 - a. Draft Report to Committee for review



- b. Volunteer
- c. Other ideas—distribute in schools? Village stores; town clerk’s office
 - i. Siobhan will take on paper survey distribution to all towns.
 - ii. David will send Siobhan the two page version.
- 7. Other Business
 - a. WEC Power Expansion Replacement Smart Grid
 - i. Mike and Greg will meet with WEC to determine if there could be collaboration on this
 - b. Greg indicated that Barre sub-stations have taller poles;
- 8. Adjournment

Feasibility Study/Business Plan Projected Schedule of Events		Business Development Committee Activities	
Event	Date	Date	Activity
RFP Issued	Wednesday, October 30, 2019	Tuesday, November 5, 2019	Meeting to Plan for next month; fundraising, etc.
Notice of Intent to Respond	Wednesday, November 6, 2019		
DPS Announces Grants	Friday, November 8, 2019		
Questions Due:	Wednesday, November 13, 2019	Thursday, November 14, 2019	Send All ? to all BD-David to Draft Answers??
Responses to Questions:	Wednesday, November 20, 2019	Tuesday, November 19, 2019	Post Answers to Questions on Website
Submission Deadline	Tuesday, December 3, 2019	Monday, December 2, 2019	Develop Review Criteria Scoring Sheet: Ken
Possible Interviews	Tuesday, December 17, 2019	Tuesday, December 3, 2019	Send out proposals and ranking sheet to BD: David
Notice of Award	Tuesday, December 17, 2019	Wednesday, December 11, 2019	Complete individual rankings and send to Greg
Contract	Tuesday, December 31, 2020	Friday, December 13, 2019	Meeting to review composite Ranked Proposals and make recommendation for Board.
Project Kick-off	Thursday, January 2, 2020		
Feasibility Study Completion	Tuesday, March 31, 2020	December 17-January 1, 2020	Negotiate Contract
Business Plan Completion	Friday, May 29, 2020	Wednesday, January 1, 2020	Project Kick Off