



**Minutes**  
**Business Development Committee Meeting**  
**December 03, 2019**  
**Stone Environment Office-3<sup>rd</sup> Floor, 535 Stone Cutters Way, Montpelier**

Attending: David, Ken, Ray, Jeremy, Greg, Michael.

1. Meeting called to order at 5:10 PM
2. Public Comment-None
3. Other Items for Agenda -See Below
4. Adopt Minutes from November 19, 2019 Meeting Motion by Michael, 2<sup>nd</sup> Ken, Unanimous
5. Discuss, Review & Adopt Composite Proposal Ranking Criteria: Motion by David with a 2<sup>nd</sup> by Jeremy, Unanimous with the following instructions:
  - a. Criteria Sheets and Proposals will be sent out to all Board Members
  - b. If a non- Business Committee Board Delegate wants to rank proposals, they will need to submit ranking sheets for each proposal by December 11<sup>th</sup> and/or attend December 12<sup>th</sup> Business Development Committee Meeting
  - c. On ranking sheet for each consultant reviewer shall provide a summary paragraph with a sense of the strength and/or weaknesses of each proposal and if needed a any questions that consultant should have addressed, especially for the highest ranked proposals.
  - d. Questions to ask Consultant
  - e. List the top 3 proposals with a recommendation of top 1.
  - f. If the Committee feels that we need to ask additional clarifying questions of Consultants to fully inform Board, there may be a delay on making the Committee's Recommendations to the full Board.
  - g. Please remember all the proposals are private, with exception of the firm that that we negotiate a contract with. The communication is private. Some the proposals may have proprietary information.
6. Discuss request for extension: Motion to not extend the Proposal deadline-Motion by David, 2<sup>nd</sup> by Jeremy, Unanimous.
7. Adjournment ~6:20 PM Motion by Ken, 2<sup>nd</sup> by David, Unanimous.

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The CVFiber Business Development Board will hold its next regular meeting on Tuesday, November 14th at 5:15 PM at 3<sup>rd</sup> Floor Conference Room, 535 Stone Cutters Way, Montpelier. The agenda for the meeting and minutes from last meeting are attached.

To encourage public participation, please post the attached agenda/warning in your respective communities.

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