

**TELECOMMUNICATIONS ADVISORY COMMITTEE (TAC)  
REGULAR MEETING**

Burlington Telecom Conference Room  
December 22, 2009

***Minutes***

TAC Members:

Present: Tim George, Geoffrey Wyman, Steve McIntyre, Tom Hyde, Jan Schulz

Absent: David Pocius and Pete Jewett

Also in Attendance:

Burlington Telecom: Amber Thibeault

Burlington Telecom: Chris Burns

Burlington Telecom: Lisa Geisweit

City Attorney: Ken Schatz

President Bill Keogh

1. Convene meeting of TAC at 4:10 p.m.
2. Approval of today's Agenda
  - a. Amended agenda to include item number 10.1: discussion regarding Friends of Burlington Telecom.
  - b. **MOTION** to approve the Agenda for today's TAC meeting by Schultz, seconded by McIntyre. *Unanimous.*
3. Public Forum
  - a. President Bill Keogh: Thanked the committee and explained the Blue Ribbon Committee process for solicitation of members and the charge of the City Council.
4. Approval of Minutes from the prior TAC meeting
  - a. **MOTION** to approve the minutes from the November 24, 2009 TAC meeting by Schultz, seconded by McIntyre. *Unanimous.*
5. Discussion pertaining to Resolution of the City Council that defines roles and responsibilities of TAC members.
  - a. **MOTION** that the TAC, with anticipated cooperation from BT, will, to the best of its ability, carry out the objectives as specified in the related December 7, 2009 resolution of the City Council, by George, seconded by Hyde. *Unanimous.*
6. 1 Discussion regarding Non-Disclosure Agreement
  - a. George: Proposed language for clarification of what is confidential material.
    1. Schatz: Material will be designated by Burlington Telecom as confidential. Confidential information includes oral information provided in executive session.
  - b. George: Burden of proof on TAC members.
    1. Schatz: it is the burden of TAC members to prove they did not disclose material. If information is leaked there will be investigation.
  - c. George: Paragraph 8 and the return of information.
    1. Schatz: the return of information will be the exception to the rule. If information is leaked then Burlington Telecom will address it at that time.
  - d. Hyde: additional information to be included from David Pocius. Language not exactly clear.
  - e. Schatz pointed out that Paragraph 7 was added due to George's concerns but does not need to be in the document because this is standard practice. The use of this paragraph should be the exception and not the rule.
  - f. George has additional minor changes to be made to the NDA and will forward the comments to Schatz, who will forward the revised NDA to TAC members for signature.
  - g. Burlington Telecom will add a term on the NDA of 3 years.

- h. Schatz mentioned the conflicts of interest portion of the resolution. Schatz will e-mail members to solicit conflict information.
  - i. Schultz mentioned what is the role of the TEUC?  
No vote on the language of the NDA.
- 6.2 Resolution regarding members signing NDA  
**MOTION** that each sitting member of the TAC voting affirmatively on this Resolution understands that their personal execution of a Non-Disclosure Agreement is a required precursor to their personal receipt of Confidential Information from Burlington Telecom, by George, seconded by Hyde. *Unanimous.*
- 7.1 General Manager's Report, Part 1
- a. Public Records Request information from last meeting (see attached document)
  - b. Showed the changes that are being made to the website.
  - c. TAC members will be provided with metrics that are currently being analyzed by BT, once NDA is executed.
- 7.2. General Manager's Report, Part 2 (Executive Session)  
NONE
8. Discussion pertaining to the BTAC resolution and the Blue Ribbon proposal: already discussed during public forum.
9. Discussion pertaining to the creation of subcommittees of the TAC to focus on responsibilities as specified in the December 7, 2009 resolution of the City Council.
- a. George: Discussion regarding breaking into committee given individual member's skill sets.
  - b. TAC decided to wait on forming committees.
  - c. Next major initiative is the upcoming pricing adjustment for BT.
10. Discussion pertaining to the City Council's Ad Hoc committees for BT audit and governance.
- a. Schultz: audit has begun. Committee is not meeting anymore.
  - b. George: governance committee recessed until January.
- 10.1 Friends of Burlington Telecom
- a. Schultz asked to participate in the committee
- 10.2 Discussion pertaining to televising of the TAC meetings
- a. 4 meetings for free between August – September. Already used 2 of the meetings.
  - b. Possibility of TAC members filming meetings themselves.
  - c. March and June televised.
  - d. Moving meeting location to DPW.
11. Adjournment
- a. **MOTION** to adjourn by Schultz seconded by McIntyre at 6:11 p.m. *Unanimous.*