

Burlington Telecom Advisory Board

DRAFT

March 11, 2015

Regular Meeting

Members: David Provost, Clem Nilan, Joan Shannon, Theresa Alberghini-DiPalma, Vince Brennan

Member's Absent: Tim Halvorson and Karen Paul

Others Present: Stephen Barraclough, Amber Thibeault, Nick Martin, Jeremy Patrie and Dawn Monahan

Public Members: None

Meeting commenced at 5:31 p.m.

1. Agenda
2. Approval of Minutes from February 11th BTAB meeting

MOTION to approve the minutes from the February 11th Burlington Telecom Advisory Board ("BTAB") meeting, made by *Alberghini*, seconded by *Nilan*. *Unanimous*.

3. Public Forum

None

4. David Parker Resignation

Provost: David has accepted a job in Germany. Brought a wonderful perspective to the BTAB. Accept his resignation regrettably. Has not spoken to the Mayor about replacing this position and welcomes suggestions as to names to replace David.

Shannon: Greatly appreciate David's service. Having someone from Dealer at the table has proven key. Discussed whether David might have a name of someone at Dealer to continue on the BTAB. Try to find someone with knowledge of technical and marketing which is what David brought to the BTAB.

Provost: Inquired from David as to a name of someone at Dealer. He did provide a name of someone and this name has been provided to the Mayor's office.

Shannon: This is Councilor Brennan's last meeting.

Provost: thanked Vince for serving the City.

Barracough: thanked Vince, unfailingly supportive of BT in moving BT forward and brought some valuable suggestions.

Shannon: Committee appointment in April for the public BTAB member.

Brennan: stay the course. It's an asset. A diamond in the rough. Appreciate the steadfast movement that Provost' leadership has brought to the table. Hope it stays local.

5. Management Update

Barracough:

1. Preliminary numbers for February are prepared. BT will be ahead of the plan for February.
2. Vacant floor at BT, the City is considering the possibility of moving some people into that space. Letting that process take its course before going out to market. *Provost:* the rent goes to BT? *Barracough:* Yes. The City would pay BT if it rents that space. *Barracough* explained that if the City doesn't take the space, than we are likely to sit on it for a few months while we try to rent it out. *Shannon:* wouldn't it make more sense to take the 2nd floor? *Barracough* explained that there is an overwhelming view of the management team that the 3rd floor space will benefit BT better.
3. Consultant from the Coop group yesterday at BT doing due diligence. Extremely professional and knowledgeable. *Provost:* who is determining when to bring BTAB into conversations? *Barracough:* don't know the answer. Need to determine process moving forward.
4. *Shannon:* does Burlington Telecom expect to be coming to BOF for personnel or budget adjustments between now and the next BTAB meeting? *Barracough* stated that we do not anticipate the need to go to BOF. BT is starting to operate under the new operational guidelines. *Shannon* asked that anytime you can give BTAB a head's up before BOF so that it can be stated at the BOF that BTAB has been informed of the agenda item. *Provost:* make sure that there is a BTAB right before the budget is presented to the BOF so you can say it has been reviewed and approved by the BTAB. Can move meeting dates to make sure that happens. *Barracough:* Will provide BTAB with budget presentation in early-mid May potentially. *Nilan* asked to receive the financials ahead of the meeting in order to be prepared.
5. *Brennan* asked if we have seen any momentum in people signing up since the closing? *Barracough:* No, which is probably due to the fact that we have increased prices recently for the first time in 5 years. Commercial side remains active.

6. Technology and Status Summary

Presentation by *Patrie* on the current technologies that Burlington Telecom uses. The presentation is attached to the minutes.

Shannon: what is our potential market share where we have fiber now? How are we spending our marketing resources to target residential v. commercial? Barraclough explained that we only have 29% of the market share (homes passed), which is weak compared to other fiber to the home builds. BT will add this topic to next month's BTAB agenda.

Provost suggested BT compile a summary page with all of the numbers from the presentation which could also be used to inform capital expenditure spends.

MOTION to adjourn made by *Shannon*, seconded by *Alberghini* at 6:58 p.m. *Unanimous*.