

Burlington Telecom Advisory Board

DRAFT

July 8, 2015

Regular Meeting

Members: David Provost, Joan Shannon, Karen Paul, Jane Knodell, Theresa Alberghini, Tim Halvorson

Member's Absent: Clem Nilan

Others Present: Stephen Barraclough, Jeremy Patrie, Nick Martin, Dawn Monahan, Stacey Trudo, Terry Dorman (via phone, 5:30p.m. - 6:00 p.m.)

Public Members: None

Meeting commenced at 5:35 p.m.

1. Agenda

MOTION to change the agenda order made by Dorman, accepted by Shannon, seconded by Alberghini. *Unanimous.*

2. Approval of Minutes from June 10, 2015 BTAB meeting

MOTION to approve the minutes from the June 10, 2015 Burlington Telecom Advisory Board ("BTAB") meeting, made by *Shannon*, seconded by *Paul*. *Unanimous.*

3. Public Forum

No questions

4. Determination of criteria for sale of BT

Provo: Creating a public process for criteria to evaluate offers on BT

- Schedule events in September for public awareness and education
- Invite US Ignite connections and other cities with similar situations – challenges & strategies

Barraclough: clarification: Hard to find similar situational companies and cities but can find those to provide a context on the value of the fiber optic infrastructure and how it has created value for the community. For example:

- Kansas City –Google owned fiber network
- Chattanooga – municipally owned by the electric utility, EPB

- In October gather the public input criteria to present to the council in November

Dorman: September meeting important to give public full perspective to bring comments forward. Need balance of participants for public comprehension – US Ignite communities’ having success with fiber and what it means to the community, local participants expressing views of importance of this network, future impact of this network on Burlington.

Provo: Businesses who rely on broadband, individuals at the forefront of understanding the potential of this broadband network, as well as residential community members to speak of the value.

Dorman: Public awareness of what this network provides, better shapes the criteria for the next step

Shannon: Important on how word gets out about the meetings

- Front Porch Forum
- Bill Inserts
- Social Media

Halvorson:

- BBA
- Market Place Newsletter

Knodell: Provide opportunity for those who aren’t physically attending the meetings

- Website
- BAMO
- City Council Meeting

Provo & Barraclough to draft an agenda and timeline to send to members for comments/approval

5. BT Management Update

- *Barraclough:* Subscriber number growth that hasn’t been seen since 2008
 - June - net 150 new subscribers compared to 78 in 2014
 - May & June – net 272 up from 122 in 2014
 - 612 new subscribers in FY2015 compared to 346 in FY2014
 - 5352 total subscribers – 34.3% of addressable market, an increase of 4 points on the year
- Full year FY2015 financials and performance against plan to be presented at next month’s BTAB
- 2 Senior Management Resignations: Gillian Wildfire (August) & Amber Thibeault (June)
 - Moving to replace both positions
 - Post and recruit for Marketing Position

- Restructuring Thibeault Position to a Paralegal
- Install team moving to Patrie, filings moving to Monahan
- Barraclough to oversee legal and regulatory interaction with City Attorney's office until paralegal in place

Paul: Eileen Blackwood felt a Paralegal was adequate?

Barraclough: Yes, we both do.

- BED has revised its conduit sharing policy: rules and tariffs for sharing by other utilities established. May provide BT with opportunities in some area's BT hasn't been able to service in the past
- FTTH Expo in Anaheim, CA

Patrie: New practices and materials developed since 2006, present new opportunities for BT through ease of installation; micro fiber and micro-trenching; ONT's reduced to the size of cell phone and housed internally.

6. Commercial Business Progression

- *Martin:* 50 new commercial customers FY2015
- Averaged 38 new customers over last three years
- 13% increase year over year
- 62% of increased revenue stemming from new customers, 38% from upgrades
- *Barraclough:* Haven't increased prices for years, but have increased value
- *Martin:* More referrals coming from IT Consultants

7. Executive Session

MOVE by *Shannon*; to find premature knowledge of this information will put the City at a competitive disadvantage, seconded by *Knodell*. *Unanimous*.

MOTION by *Shannon*, to go into executive session based on the finding, seconded by *Knodell*. *Unanimous*.

MOTION to adjourn made by *Knodell*, seconded by *Halvorson* at 6:47 p.m. *Unanimous*.