

DRAFT

November 9, 2016

Members Present: David Provost, Clem Nilan, Jane Knodell, Theresa Alberghini DiPalma, Dave Hartnett, Karen Paul (via phone)

Member's Absent: Tim Halvorson, Joan Shannon

Others Present: Stephen Barraclough, Abbie Tykocki, Stacey Trudo, Nicholas Martin, Dawn Monahan, Jeremy Patrie, and Terry Dorman (via phone)

Public Members: Pat Robins

Meeting commenced at 5:37 p.m.

1. Agenda
Management Update will be moved up to item #4.

MOTION to approve the agenda made by *Knodell*, seconded by *DiPalma*. *Unanimous*.

2. Approval of Minutes from October 19, 2016 BTAB meeting.

MOTION to approve the minutes from the October 19, 2016 Burlington Telecom Advisory Board ("BTAB") meeting, made by *Nilan*, seconded by *Knodell*. *Unanimous*.

3. Public Forum: None
4. Management Update

Barraclough: Financials continue to be on or above budget. Q1 figures have been circulated to the BTAB. 69 Net new subscribers in October 2016 vs Net 22 in October 2015.

Seeking approval to create a new VoIP technician position to lighten the load on the NOC team stretched thin a result of a high volume of commercial VoIP sales.

Provost: How will the position be funded?

Barraclough: Position will be fully funded within the FY 2017 approved budget as it exists.

MOTION to approve the request to create a VoIP Technician position made by *Nilan*, seconded by *DiPalma*. *Unanimous*.

Barraclough: Downtown build is coming along as scheduled.

Provost: What is the status of being part of the downtown mall rebuild?

Barraclough: We had three main focuses with the Downtown build project; to run fiber throughout the whole of the downtown, winning the GMT agreement to provide wi-fi at the new transit center, and making sure we had enough fiber to light up the whole of the new mall redevelopment.

Knodell: There is conditional language currently in the building plan; a clause saying the mall will use BT "if possible". Can that language now be altered to state that the build will use Burlington Telecom?

Barraclough: Yes. We could and would like to put a gig in every office and apartment and make it a showcase.

Related, Commercial sales are having their best year to date. Not without risk, our largest customer, the Howard Center is going out to RFP. They'll end up with two providers because they're going to Tech Vault in South Burlington, so we may lose a little of the revenue stream we currently have from them. But demand for commercial service in small to medium business is higher than it's ever been. We won the Hilton, who used a nationally contracted service to decide on the provider - they picked BT.

5. Possible Executive Session

Provost: The BTAB wants a clear understanding of the options surrounding the process for sale of BT and how to define that process. A document has been drafted to review the pros and cons of various processes. We'd like to review our options and make a recommendation on a path forward. Specifically, how it relates to current activity and interest in the asset, as well as, what is the best opportunity for BT and for Burlington. This will be a strategy session on how best to sell BT. This discussion would be best to have in Executive Session.

MOTION That the discussion of alternative processes for the sale of BT asset would involve disclosure of proprietary information would be adverse to the interests of Burlington Telecom. Made by *Knodell*, seconded by *Harnett*. *Unanimous*.

Knodell: Based on that finding, I move to go into Executive Session to discuss alternative processes for finding a partner for Burlington Telecom and get potential information about one entity that has expressed interest.

Nilan: We must also address the need to inform the public of the process.

Provost: Should the discussion of the process for informing the public be done in public or executive session?

Knodell: Process should be decided in executive session and should then be presented in public session after it has been brought before the City Council for approval.

MOTION to move into Executive Session, including Pat Robins. Made by *Knodell*, seconded by *DiPalma*. *Unanimous*.

BTAB enters Executive Session at 5:53pm.

BTAB concludes Executive Session at 6:53pm.

Provost announces his departure from Champlain College at the end of December after 12 years. Provost is not a Burlington resident and after leaving Champlain College will no longer be a BT businesses customer. He intends to have a conversation with the Mayor to express his desire to remain Chair of the BTAB through the close of the sale of BT.

Knodell: David Provost will have my full support to continue in his current role.

MOTION to adjourn made by *Knodell*, seconded by *Hartnett* at 6:55 p.m. *Unanimous*.

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