

DRAFT

January 11, 2017

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

Member's Absent: Tim Halvorson

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

Public Members: Solveig Overby, Pat Robins, David Lansky

Meeting commenced at 5:35 p.m.

1. Agenda

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

2. Approval of Minutes from December 14, 2016 BTAB meeting.

MOTION to approve the minutes from the December 14, 2016 Burlington Telecom Advisory Board ("BTAB") meeting, made by *Paul*, seconded by *Nilan*. *Unanimous*.

3. Public Forum

Lansky: Will there would be discussion about the process of sale tonight?

Provost: A rough outline will be discussed tonight.

4. BT Management Update

Barraclough: Main financial update will be next month when we'll go thru Q1 actual results, first half actual and a sense of any change in full-year forecast. There has been a long-standing vacancy in the NOC Supervisor role, we thought we had found the right candidate from Sovernet, but they have just turned us down which is a disappointment. We also have another opportunity to become a tenant in the Ethan Allen Shopping Center and are hopeful we'll be able to secure that position this time around. The mall owner was unwilling to accept a lease subject to annual appropriation. Hoping we can convince them otherwise this time, but early communications are not too promising. Our subscriber numbers year-to-date are ok, not great. They are still growing but at a slower rate than last year. In the first half of FY16, there is a net 459 subscribers. This year we have a net 350 which is good. In the Q1 comparison, we grew 180 this year vs 334 last year which was an all-time record for us. A good portion of that stems from July when we had a high churn resulting in a fall in subscribers of 90 for that month. However, in Q2 we brought on 170 vs 125 in FY16, so we're still growing well, but more slowly than last year.

Provost: As market share continues to grow, will subscriber growth be harder to sustain?

Barraclough: We are in uncharted territory. We are hopeful that there is enough new development growth that if normal organic growth slows a bit, we're still positive. 350 is 700 annualized which would make our second highest growth ever. The downtown expansion give us access to 350 businesses and 200 residences. And several new residential projects are coming online. We'll also be focusing on the New North End come spring. We're hopeful to maintain 800 net subscriber growth for the year.

Provost: What is the marketing strategy for the Downtown?

Martin: Currently low-key, door to door canvassing to identify which units are commercial and which are residential. We have handed out cards and doorhangers in a few buildings, have already scheduled a few customers and everyone was very excited to hear we're coming available.

Trudo: Before we got back to the office, people were calling to sign up.

Martin: We're building a database so that we roll this out in a responsible way in terms of meeting with the building managers and building owners and don't over promise and under deliver.

Tykocki: The Mayor's office has also been in contact to schedule a press conference to announce the downtown expansion sometime in the coming months.

Barraclough: Howard Center RFP'ed on some of the services they receive from BT. We lost that RFP because they are going to base themselves in a data center in South Burlington. We were dependent on a competitor for pricing to get into that Data Center, they were also bidding, and we believe they deliberately priced us out. We did however, pick up some phone business from them which will bring in \$2000/month.

5. Possible Executive Session

Shannon – My understanding is that we'll be discussing is how to attract a buyer to BT, not the public process for how we're vetting a buyer, but how to strategically attract a buyer. After consultation with City Attorney, there are two aspects that fall into Executive Session.

Provost – I've proposed a timeline, working with Dorman and Fawcett. This rough time frame, starting at the end of January, is worked through by the end of summer 2017 to come to terms with a potential buyer and take it to the Public Service Board. The goal of the timeline is to get the sale done this year. This meet the needs of the existing agreement for the City to maximize its financial benefit. The risk if we delay or have a long process, we run the risk of not attracting the partners that we feel best fit the criteria that this board have developed and the City Council has approved.

Shannon – Where can the public find the criteria?

Tykocki – On the BTAB/Board page of the Burlington telecom website.

Hartnett – Are we soliciting public feedback on this process?

Provost – I suggest we go into Executive Session and send a draft of the process to the City Council to approve. Public feedback can be heard at the City Council on the 23rd.

Knodell – I suggest the BTAB hold a public session on the proposed process and timeline prior to it going to City Council and move it to the Feb 6 Council agenda.

Shannon – Public session on process and timeline for sale of BT will be held on Tuesday, January 31st at 5:30pm. Location TBD Get it on city calendar asap and contact Channel 17.

MOTION to find that discussion of contracts that are not yet public knowledge would place the city at a disadvantage and we will be discussing a public record that has not yet been finalized made by *Shannon*, seconded by *Knodell*. *Unanimous*.

MOTION to move meeting into executive session based on those findings made by *Shannon*, seconded by *Knodell*. *Unanimous*.

Executive Session – entered at 6:06p.m.

MOTION to move out of executive session at 7:15p.m made by *Knodell*, seconded by *Shannon*. *Unanimous*.

MOTION to adjourn made by *Shannon*, seconded by *Alberghini DiPalma* at 7:15 p.m. *Unanimous*.