

MINUTES OF REGULAR SESSION
CITY OF HIGHLAND
TELECOMMUNICATIONS ADVISORY BOARD
CITY HALL
1115 BROADWAY
MONDAY, May 14th, 2012
7:00 PM

Call to order: Chairman George Marron called the meeting to order at 7:17pm

Roll Call: **Members present:** Chairman George Marron, Vice-Chairman Jon Boulanger, Board Member Sharon Rusteberg
Also present: City Manager Mark Latham, Councilman Neill Nicolaides, HCS Network Engineer Don Roberts, City staff members Rebecca Casper and Kathleen Mulcrone.

Minutes: Marron made a correction to the Minutes of the April 9, 2012 Regular Session of the Telecommunications Advisory Board. Marron was not present at the March 12th, 2012 meeting and Boulanger called the meeting to order and approved the previous minutes. Marron also stated that under "New Business," Matt Frederickson is listed as Superintendent of the Schools, but should be IT Personnel for Highland Community Schools. Marron also noted that "Sebastion" is correctly spelled "Sebastian." Chairman Rusteberg also suggested that the title of the Telecom Minutes be changed from "Agenda and Notice of Meeting" to "Minutes of Regular Session." Boulanger suggested that "boaring" should be spelled "boring" in the Reports section, B, under "Phase II & III status." Rebecca noted the changes in the April 9th, 2012 Telecom minutes. Rusteberg made a motion to approve the changes, Marron seconded the motion; All in favor.

Reports:

A. List of Customer Sign Ups and Installs

Latham stated that HCS currently has almost 500 customers. Our goal is to have another 400 signups in the next 6 months in order to meet our original goal of 900 customers.

B. Phase III Status

Boulanger confirmed that Phase 3 will service 1,000 more customers, but 900 is our "breaking-even" point. Mark Latham explained that Rusty Perdeiu, our on-site

project manager resigned recently and his replacement, Paul Heckmann, from Joyn-Itt Communications started at HCS today. Latham will email an update on Phase III status once he meets with Paul this week. Boulanger asked if we were on schedule at this point with Phase 3 and Latham explained that the aerial crew was delayed two weeks due to lack of materials and pedestals. Materials have since arrived and construction has resumed. Latham also stated that we hired Brad Held to work 30 hours per week for sales and marketing for HCS, with a primary focus in getting businesses signed on with HCS services.

C. Connection to Troy

According to Mark Latham and Don Roberts, everything will be completed by this Wednesday for the redundant line to Troy and we are just waiting on AT&T to come in and do their part. Latham also confirmed that we have signed a 3 month contract with WQQW, the new local radio station, in which they will market the redundancy of the AT&T line.

D. Adding RF Channels

Latham spoke with Jim Feola from MegaHertz and the hope is that we will implement the RF overlay and have an expanded basic package without the need of set top boxes available no later than the end of June.

E. Update on Request for Additional Bond Money

Latham reported we have now received the bond money.

New Business:

A. Status of Interviews of Marketing/P.R. Firms:

Latham says we have interviewed 4 marketing firms and will be recommending Black Twig to council next week. Along with the marketing firm we choose to hire, Latham mentioned there are a few actions HCS is taking on as well, such as improvements to the HCS website to be more user-friendly. In this effort, we hope to create a database or map on the HCS website in which an individual can type in their address and easily determine if they are serviceable or not. Also, when new residents or businesses sign up for City of Highland utilities, City Hall employees will be asking them if they need telecommunication services at their new location and if so sending them to HCS.

B. Gigabit Initiative Grant Opportunity

Latham reported that we are waiting on the final document from Rod at Spectrum Engineering. The video HCS was creating is now completed and once written documents are received from Spectrum, we are completely ready to submit all application materials.

C. RFP for Local Public Access Channel

Latham stated he will be getting the RF materials from our city Attorney. He will then have an interview with the Telecom Board and make a decision from there. All interviews will be conducted at one time.

D. Replacement of Fiber Operations Manager

Latham explained that we have received 47 applications for Fiber Operations Manager. Mark and Lisa Schoeck, Director of Human Resources, have a meeting tomorrow (May 15, 2012) to review the applications and will choose 5-10 applications for interviews.

E. AT&T and Grantfork/Alhambra Opportunities

Don Roberts (HCS Network Engineer) and Mark Latham met with the Alhambra-Grantfork telephone company about partnering to provide services. Alhambra-Grantfork is requesting dark fiber and redundancy from our AT&T redundant line. They discussed possibly connecting to where HCS supplies the fiber and they put it in so our fiber would run down Rte 160. They have a brand new switch at their facility and would benefit HCS as we would then have limited access to the switch.

Mark also met with an AT&T representative on Friday and recommends that we also consider them as well, in regards to our phone service, instead of Fidelity Communications, who currently provides our phone service. Latham explained “we are not currently comfortable at this point with our current situation with Fidelity and they are not responsive enough for our needs and have had 3 major outages which have affected our HCS customers and has caused a lot of disappointment. Perhaps a more local company would benefit HCS better and we are exploring all options.”

Adjournment

Chairman Marron entertained a motion to adjourn the May 14th, 2012 Telecommunications Board Meeting. Boulanger and Rusteberg seconded the motion. Meeting adjourned at 7:52pm.