

MINUTES OF REGULAR SESSION
TELECOMMUNICATIONS ADVISORY BOARD
MONDAY APRIL 11, 2011

The meeting was called to order by Chairman Marron at 7:00 PM. Those in attendance included: Chairman Marron, Vice-Chairman Boulanger, Board Member Nicolaides, Director Dan Cook, Finance Director Sharon Rusteberg, Supervisor Steve Ferguson and City staff members Tracy Robinson and George Stram.

MINUTES

Vice-Chairman Boulange made a motion to approve the minutes of the March 14th meeting. Seconded by Board Member Nicolaides. All voted aye; motion approved.

REPORTS

The first order of discussion was a general update of the fiber project. HCS hosted the Mayor's economic summit last week and things went very well. Preparations continue for the Fiber Grand Opening. There will be sign-in sheets for tours of the head-end. In this way no more than 6 to 8 people will be in the head-end at one time. Additionally, a TV has been procured for the viewing room in the fiber building.

City staff has made the connection with the City's street & alley building using the new fiber system. The utility building and the water & sewer building should be connected sometime next week.

The HCSmail.net domain is set-up and ready to be used for e-mail service. Telephone numbers will be ported by the end of next week.

Director Cook also discussed the HCS billing scheme. Dan asked the Board whether we should begin billing before May 1st. One option would be to start on the 15th of this month and will be due by the end of June, covering the period of April 15th to June 1st. City Hall would prefer to have a billing start date of May 1st, as that is the beginning of the new fiscal year. It was decided to start billing on May 1st. In addition, Board Member Nicolaides asked whether or not HCS services will be billed separately from other city services. Director Cook replied that HCS will be on its own bill.

Director Cook next discussed Phase II materials. All component purchases have been approved by City Council and the orders placed with Graybar. The actual FO cable has also been ordered. The fiber enclosures, to be obtained from KGP, will be ordered in the next few days. The construction drawings for Phase II should be completed within the next two weeks. The present design of Phase II will only serve the areas south of Broadway out to Iberg Road.

The last item of discussion concerned the upcoming Grand Opening celebration. HCS currently has \$3,500 dollars worth of sponsor pledges for the celebration. One HCS staffer will remain in the front office area, and there will be a TV in the viewing room showing a sample of channel offerings. There will also be an ONT mounted on a sample panel to illustrate an actual fiber installation.

The ceremony will begin at 11:00 AM, followed by the ribbon cutting. Lunch will be offered immediately after the ribbon cutting. Among the guests expected to attend are Congressman Shimkus and three county officials. There is also the possibility that Channel 4 will cover the Grand Opening. HCS will host the Chamber After Hours the same day at 5:00 PM.

NEW BUSINESS

Supervisor Ferguson gave a brief update about customer sign-ups. Currently service has been installed for 32 customers, with a further 29 awaiting installation. There are 33 pending customers, most of whom, he feels will request service.

Director Cook next informed the Board that a pricing resolution is almost ready for Council approval.

The next order of discussion was the fiber connection to Triad High School. Director Cook has been assigned a case number from CSX Railroad for permission to string fiber on the City's transmission poles. He was told that it takes anywhere between 30 and 60 days for railroad approval. AT&T is ready to make connection with HCS fiber at the school. Director Cook and Scott Bowles are scheduled to have a teleconference with AT&T. HCS will be unable to meet the May 28th deadline for connection as per the ICN contract. However, Director Cook has spoken to ICN and they are able to make other temporary arrangements on a month to month basis.

The last item of discussion was marketing and staffing. This Tuesday and Thursday there will be interviews for the position of receptionist for the HCS building. Also, today was the final day to accept applications for the new fiber technicians. The IBEW has agreed to make all four positions equal.

Vice-Chairman Boulanger enquired about the HCS marketing plan. He feels that the current plan is a little light. He also feels that HCS marketing needs to have more technical detail, especially in regards to opportunities. City Manager Latham related that Frontier will soon offer DSL service in Highland. He thinks that we should emphasize the hometown aspect of City service versus Frontier, Charter, etc. Chairman Marron would like to continue updating the marketing plan.

Vice-Chairman Boulanger still expressed concern that the market hasn't been adequately analyzed. In response, Director Cook offered to bring HCS staffer Andria Enright to the next Board meeting. Finance Director Rusteberg suggested sending Andria to another town, such as Auburn, to visit with other marketers. Chairman Marron made the suggestion to have Andria meet with Scott Bowles to talk about marketing. It was decided that marketing will be discussed at the next Board meeting on May 9th.

The final item of new business was an announcement by Board Member Nicolaidis that this will be his last meeting as a member of the Telecomm Board.

The next meeting of the Telecomm Board is scheduled for May 9th at 7:00 PM.

Board Member Nicolaidis made a motion to adjourn, seconded by Vice-Chairman Boulanger; all voted aye. Meeting was adjourned at 7:40 PM.