

MINUTES OF REGULAR SESSION
CITY OF HIGHLAND
TELECOMMUNICATIONS ADVISORY BOARD
CITY HALL
1115 BROADWAY
MONDAY, June 11th, 2012

7:00 PM

Call to order: Chairman George Marron called the meeting to order at 7:05pm

Roll Call: **Members present:** Chairman George Marron, Vice-Chairman Jon Boulanger, Board Member Sharon Rusteberg
Also present: City Manager Mark Latham, Councilman Neill Nicolaides, City staff Members Tracey Robinson and Rebecca Casper, Paul Heckmann (Joyn-Itt Communications Project Manager)

Minutes: Board Member Sharon Rusteberg made a correction to the Minutes of the May 14th, 2012 Regular Session of the Telecommunications Advisory Board by noting that Don Roberts was not present as mentioned and Tracey Robinson should be added as an attendee. Rusteberg also noted that in the last paragraph of Page 1, under "Phase III Status," "Breaking even" should be changed to break-even. Under "Connection to Troy" on page 2, Don Roberts name should be removed. Also, Rusteberg suggested that that in the description for section C of page 3, under "RFP for Local Public Access Channel," "RF materials" should be changed to "RFP materials." Lastly, Rusteberg added that we should add details in Section D of page 3, "Replacement of Fiber Operations Manager" to notate that Steve Ferguson resigned.

Rebecca noted the suggested changes in the May 14th, 2012 Telecom minutes. Jon Boulanger made a motion to approve the changes, Marron seconded the motion; All in favor.

Introduction:

Paul Heckmann of Joyn-Itt Communications introduced himself to the Telecom Board. Paul is contracted through Spectrum and is a replacement for Rusty Perdieu, who recently resigned from his position. Paul is in charge of the day to day operations of the contractors and making sure the project and is running on schedule with construction.

Reports:

A. List of Customer Sign Ups and Installs

Latham stated that HCS currently has 437 customers and is providing 777 services and revenue is starting to slowly pickup. Latham discussed the major service outage we experienced this past Thursday and explained that it was a result from a cut fiber line located close to Swansea, which caused HCS customers to experience several hours of outage on services.

B. Phase III Status

Paul Heckmann gave an update on Phase 3 status. LCP cabinets 13,14,15,12 are next to be completed (in this order). LCP 13 is 95% complete with a launch date of June 27th. LCP 14 is 95% complete with a launch date of July 17th. LCP 15 is 75% complete and will be at 95% completion by the end of the week, with a turn-up date of July 31st. Lastly, LCP 12 is 10% done (underground placement) with an estimated completion date of August 29th.

C. Connection to Troy

Marron asked how far away are we from having the redundant line completed. Mark informed the Telecom Board that AT&T was not supplying an ETA on completion so he had called and with the manager in charge of this at AT&T and discovered that the AT&T employee who was assigned to this had "dropped the ball" and the ticket had been reassigned. Currently, we are just waiting on AT&T to make their connection from Troy to Collinsville. AT&T had tried to make their connection last Friday and it brought the system down for a short time. Thus, connection will be rescheduled for off-peak hours to ensure current customers are not affected again. Once this connection is complete, the redundant line is ready and will be functioning fully.

D. Adding RF Channels

According to Mark Latham, Don Roberts at HCS has received all receivers and all is ready to go. Jim Feola with Megahertz will be on site for programming and testing in the next couple weeks. We are anticipating having these channels in place by the end of June and ready for launching of the RF overlay. According to our contract, HCS must charge the same package price for the RF Overlay as the Digital Family package with the same channels.

E. Gigabit Grant

Latham reported that the application has now been submitted and we should know in July if we will be awarded any grant money.

F. Public Access Channel

Marron has been talking with John Long, City Attorney, and suggests inquiring on costs for a policy on insurance. Latham suggested the possibility of finding a local entrepreneur to help with the Public Access Channel. Marron also suggested the possibility of an internship and recalls that we have some control of the content. Latham recommended it should go to City Council.

G. Hiring of Black Twig

Latham explained that the City has now hired Black Twig Marketing Firm and has had an initial meeting with the company a few weeks ago to layout the marketing plan. Black Twig's main focus is door-to-door sales and will be meeting several times with Brad Held, HCS Sales Representative, to create a strategic sales plan. Latham said Brad will make at least 60 contacts a week to potential customers.

H. Update on Fiber Operations Manager

5 applicants have been chosen for interviews with Mark Latham and Lisa Schoeck. According to Latham, a few of these will be telephone interviews since the applicants are not local. Latham's intentions are to fulfill the Operations Manager position within the next 30 days.

New Business:

A. Channel Lineup Approval for RF Overlay

George Marron made a motion to recommend the lineup for City Council to adopt an ordinance to approve the channel lineup for RF Overlay. Rusteberg seconded the motion and all were in favor.

B. Package Discounts for Hotels, Nursing Homes, etc.

Latham does not have any information at this time, but is looking into options for discounted pricing for services to hotels, nursing homes, etc. Marron advised we keep it on the agenda for the next Telecom meeting.

Adjournment

Chairman Marron entertained a motion to adjourn the June 11^h, 2012 Telecommunications Board Meeting. Boulanger seconded the motion. Meeting adjourned at 7:42pm.