

**CABLE ADVISORY COMMITTEE
MEETING MINUTES**

**Flint Public Library
Downstairs Conference Room B
One South Main Street
Middleton, MA 01949**

**Tuesday, May 29, 2018
5:30 PM**

Present: John Erickson, Paul Pellicelli, Richard Gregorio

Absent: None

Others Present: Town Administrator Andrew Sheehan, Assistant Town Administrator Ryan Ferrara, Minutes Secretary Judi Stickney

5:30 PM Chair Erickson called the meeting to order at 5:30PM

5:31 PM **Review/Approve Minutes:** After a brief review of the minutes, the Board took the following action:

On a **MOTION** made by **Pellicelli**, second by **Erickson**, the Cable Advisory Committee **VOTED** to accept the May 1, 2018 Cable Advisory Committee Meeting Minutes as presented. **Gregorio abstained.**

5:31 PM **Report on Department Head Feedback:** The Assistant Town Administrator provided the committee members with comments and requests he collected from various department heads regarding their cable television-related needs. Discussion focused on the suggestions from the Town Planner, which included the following:

- Production of Non-Commercial Video Programming
- Television Skills Workshops
- Outreach Activities
- Access Studio
- Online Menu of Programming

The Fire Department suggested the following:

- Ability for Department Heads or Designees to Post Notices on Cable TV
- Up-to-Date Equipment maintained by the Cable Companies for the Duration of the Contract
- Dark Fiber Connections Between Town Buildings and Regional Essex Communications Center

5:40 PM **Clarify Goals for Verizon and Comcast Contracts:** The committee members discussed possible capital requests and Pellicelli noted that a good titler will cost approximately \$14,000, allowing them to add titles and banners as they record meetings. Discussion turned to adding more employees to be able to record more meetings and adding memory space. Erickson suggested adding a button on the website for comments and suggestions from residents. The Assistant Town Administrator suggested adding an e-mail address to the website for CAC@TownofMiddleton.gov. The Town Administrator

suggested adding wording encouraging residents to post their comments and suggestions relative to the upcoming ascertainment hearing.

Discussion turned to goals for the contract and it was suggested that the website would be helpful in soliciting resident feedback for cable needs, customer service, and signal quality.

Assistant Town Administrator Ferrara advised the committee that they also need to discuss the franchise fees and specific capital items. The committee discussed adding a new studio in the new fire station, or combined-use building, when it gets built, as well as traffic cams and the possibility of adding a traffic cam feed to the cable website.

Member Gregorio began a discussion on the franchise fees, noting that an increase in the franchise fee, currently at 4.5%, might provide more capital item possibilities. The Assistant Town Administrator suggested that the current 4.5% fee is fair and balanced. Town Administrator Sheehan suggested the possibility of a graduated increase, if needed. Erickson added that if they increase the franchise fee, they should be able to show that cable revenue is decreasing.

The Town Administrator advised the committee that he had been recording brief podcasts and putting them on the Town's Facebook page and suggested that the Cable Committee could do something similar to solicit resident comments using the same method.

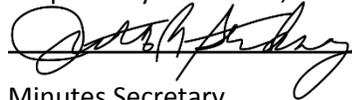
6:21 PM Set Date for Ascertainment Hearing: After a brief discussion, the committee agreed with the proposed meeting date of September 11, 2018, as part of the regularly scheduled Board of Selectmen's meeting.

6:23 PM Set Next Cable Advisory Committee Meeting Date: The Town Administrator advised they are still collecting comments from Department Heads and suggested that the Cable Advisory Committee meet again after the June 1st deadline for comments. Gregorio suggested they set a meeting for the same night as the next Finance Committee meeting in June, whenever that is scheduled. Erickson will notify the Town Administrator when the Finance Committee meeting is scheduled, possibly June 18th or 20th.

6:25 PM Discussion of Other Cable Television-Related Topics: Erickson requested that, for the next meeting, the committee find out how the cable access fees are spent in the Town budget and what the cost of a new studio and equipment will be. Erickson also requested that they find out if Comcast subscribership is going up or down.

6:33 PM With no further business, on a **MOTION** made by **Pellicelli**, the Cable Advisory Committee adjourned at 6:33 PM.

Respectfully submitted,



Minutes Secretary

John Erickson, Chair

Date

Documents either distributed to the Cable Advisory Committee before the meeting in a packet or at the meeting:

1. Agenda: May 29, 2018
2. Minutes: May 1, 2018
3. Comcast/Xfinity Formal Renewal Proposal: Town of Middleton, Massachusetts
4. Memo from Assistant Town Administrator to Cable Advisory Committee, Re: Overview of May 29th Meeting, 5/29/18