



Date: **2/24/10**  
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **East Haven House – Coe Ave.**  
 Call to Order **7:08 PM** Adjourn **8:14 PM Motioned by J. Wentworth**  
**Seconded by C. Roy**

Roll Call **5 towns/entities, represented by 10 Members** [Quorum Metrics: 6 Towns, 9 Members]

#	Attendees	Town	✓	#	Attendees	Area	✓
1	John Elliott	Branford				North Haven	
	Peter Hugret	Branford		4	Mark Minotti	North Haven	✓
	Vacancy	Branford			Merrill Yelenak	North Haven	
	Chad Roy	Branford BOE	✓		Vacancy	North Haven BOE	
	Marie Saddig	East Haven	✓	5	Mary Bigelow	North Branford	✓
2	Bill Golambiski (aka) Bill Biski	East Haven	✓	6	Joseph Tenczar	North Branford BOE	
	Vacancy	East Haven		7	Joanne Wentworth	North Branford	✓
	Vacancy	East Haven BOE		8	Vacancy	Wallingford	
3	Joel Parker	Guilford	✓	9	Vacancy	Wallingford	
	Pete Garofalo	Guilford	✓	10	Tom Dacey	Wallingford	✓
	Vacancy	Guilford			Vacancy	Wallingford BOE	
	Vacancy	Guilford BOE					G
	Vacancy	Madison			Frances Foley	East Haven TV - taping	G
	Vacancy	Madison			Mary Minotti Ron Protto Dan Morris Walter Mann Janet		G
	Vacancy	Madison BOE					G
	John Bairos	Company-COMCAST	✓				G

Legend: ✓ attend, R regrets, N No Status, L Late missed some votes, not part of meeting start quorum count, G Guest

----- Agenda Topics -----

	Subject	Lead	In Brief
1	Roll Call / Welcome Public Comments	Chairman Site Representative	
2	Log of Correspondence	Chairman	
3	Review / Accept Minutes	Advisors	
4	Executive Committee Report	M. Minotti	
5	Comcast Report	J. Bairos	
6	Deferred / Old Business (Including Committee Reports)	Advisors	
7	New Business / Town Reports	Advisors	
8	Public Comments & Adjournment		Motion by J. Wentworth Seconded by C. Roy

----- MEETING MINUTES -----

Description	
1	Roll Call / Welcome/Public Comments a. Hugo welcomed CACSCC and explained his work with local universities and schools to better integrate students into using equipment. He was glad to showcase Totoket TV. b. No public comments
2	Log of Correspondence a. Robinson & Cole: Update on what Comcast is doing. Robinson & Cole represent Comcast. b. N.E. Courier c. Bank Statements d. Certified letter from Guilford Comcast customer e. Letter from Selectman thanking J. Elliott for his service f. Letter from Selectman appointing M. Lyons
3	a.



4	<p>Executive Report:</p> <ul style="list-style-type: none"> <li>a. Chairman's Report: J. Elliott will no longer be a member; M. Lyons will be the replacement member. W. Mann has her contact information. Chad Roy was reappointed as of January 1, 2011 for the duration of 2 years. The DPUC Report has been filed, even though the checkbook has had a few problems; a hard copy was mailed the Chairman M. Minotti has the receipt for the postage. The insurance renewal runs out on March 1, 2011, and M. Minotti will be going to Guilford on February 25, 2011; Chairman Minotti would like to see more representation from Wallingford and Guilford.</li> <li>b. Treasurer's Report: DPUC report required accounting of financial activities and the checkbook encountered some problems; M. Minotti assisted T. Dacey with the work; the balance is even and where it is expected to be; North Branford's insurance payment was received and North Haven will be pro-rated; The main question is where WPAA's 2010 insurance payment is, M. Minotti will be looking through past documents and re-check for its location; December 31, 2010 Total of CD and Checking combined: 17,335.67; As of February 24, 2011: checking: 2,845.12 CD: \$14,589.98; Switching of permitted check signers has been changed and updated; IRS form, says E. Saddig, does not have to be filed for CACSCC because they are under the \$25,000 threshold; Discussion about 1099 form decides that all need to file 1099s.</li> <li>c. Vice Chair's Report: Bylaws: CACSCC is incorporated, other than many other councils, which may be why CACSCC bylaws are so different. The question of needing to be incorporated arises and E. Saddig recommends staying incorporated for legal reasons. The Bylaw Committee will reconvene and try to trim down the bylaws to be more reasonable and updated; W. Mann has handed in North Haven's documents to M. Bigelow – Madison, N. Branford, and Guilford have not handed theirs in.</li> </ul>
5	<p>COMCAST REPORT</p> <ul style="list-style-type: none"> <li>a. Comcast OnDemand has more programming that is free. There is now a tab for Missing Children that will help local law enforcement to find local children that have been missing.</li> <li>b. Upgrading of Branford system infrastructure has been ongoing since last fall with other CACSCC towns. The plan is in its second phase with its North Branford and Guilford infrastructure. Between 7am to 5pm there may be slight disruptions in viewings for customers. This will provide better service and HD channels.</li> <li>c. CPTV4U and Oprah Network are two of the newer channels offered with the basic channel and a digital box.</li> <li>d. Comcast sent out notices with updated pricing. Copies were handed out during the meeting to CACSCC members and guests.</li> <li>e. Letter from Madison customer describes a situation where XFinity had completed fiber optic work in their neighborhood but their service has been pixilated and inconsistent. Many calls were placed and multiple technicians were dispatched and the problem was fixed on the fourth technician visit for the duration of two weeks. There was a charge for a missing amplifier and the customer went to a Comcast location and requested a meeting with a supervisor. A technician arrived without a supervisor, which the customer was unhappy about, but the technician checked with the customer's neighbor, who has the same viewing problems. The technician was unable to find an amplifier. The customer sent the letter asking for assistance in resolving this issue. Chairman M. Minotti gave the letter to J. Bairos.</li> <li>f. Pointed out that this council has no influence over U-Verse and that the council has to jurisdiction over its topic.</li> </ul>
6	<p>Old Business/Review of Next Steps</p> <ul style="list-style-type: none"> <li>a. None.</li> </ul>
7a	<p>Minutes:</p> <ul style="list-style-type: none"> <li>b. Minutes tabled to next meeting. See Motions for details.</li> <li>c. CACSCC Website: Currently on a free site: <a href="http://www.7townstv.webs.com">www.7townstv.webs.com</a>. Chairman Minotti does believe that a new site, not a free one, is needed for the future and has the idea to use some money from the CD to use on getting an updated website and having it maintained. An estimate was obtained and E. Saddig believes that it could become a bid process where vendors can place bids and CACSCC can decide at a later date which is the best choice. E. Saddig raises idea if there will be a penalty for removing funds from the CD. The CD has rolled already. E. Saddig suggest the creation of a council to make the website decision once the bid process begins. The site should not be interactive, just general information, links, bylaws, minutes, contacts, Comcast Reports, etc.</li> <li>d. Location Issues: East Haven should have been in February 2011, so their location has been moved to the next meeting. The April 28, 2011 meeting will be in East Haven at ETV. GCTV will be the annual meeting on June 23, 2011. BCTV will be the August meeting. North Haven will be October meeting. December will be the December 15, 2011 meeting.</li> <li>e. Copy of P. Garofalo's letter is needed for the council.</li> <li>f. Madison needs to get back into the fold; J. Wentworth offers to contact the selectman. Most towns still need members for the Board of Education and East Haven needs to fill their empty spot. M. Minotti recommends the towns speak to their selectman to enlist their assistance.</li> <li>g. The council's rainy day fund was discussed after speaking about the amount in the bank. An idea of setting up scholarships or a fund was suggested, but E. Saddig points out that it has taken 18 years to get to this point and that if the money is spent it will take a long period of time to recuperate. M. Minotti believes CACSCC should do a scholarship, even if its small, to reward the PEG communities.</li> <li>h. East Haven: Annual meeting was in December and 2 new members have joined the board. All 3 channels are now on UVerse and streaming live on their website online. The only problem was that channel 18's outgoing</li> </ul>

	<p>signal was upset due to an old piece of equipment – thank to Comcast for assistance in discovering that. A new part has been ordered and will be installed.</p> <ul style="list-style-type: none"> <li>i. NHTV/BCTV: Things are going smoothly and there is nothing of particular interest to point out.</li> <li>j. Guilford: Moved to Post Rd. and the facility should be up for UVerse on March 7. They have been streaming online already and are getting new cameras. The building is also handicap accessible. They have a new program for students that the station manager is running.</li> <li>k. Totoket: Channel 19 is running thanks to Comcast. Every month there will be short topic of the month in its meaning to the rotary airing.</li> <li>l. Wallingford: WPAA has two new shows currently running that are political. One is called 'Citizen Mike' nightly at 9pm (minus Sundays) and the other is 'On the Edge' and airs periodically throughout the week. Everything is up and running at the new location.</li> <li>m. E. Saddig asked about the PEG PETA fund and W. Mann says that the money that came in recently is gone. The money goes into the general funds. E. Saddig believes that this is harmful to PEGs and is endangering PEGs around the country.</li> <li>n. May 5 - 7, 2011: 3 Day Event called Alliance for Community Media for groups from Maryland up to Maine and is \$160. W. Mann will send information to M. Minotti who will forward it to the committee.</li> </ul>
8	<p>Executive Report:</p> <ul style="list-style-type: none"> <li>d. Chairman's Report: J. Elliott will no longer be a member; M. Lyons will be the replacement member. W. Mann has her contact information. Chad Roy was reappointed as of January 1, 2011 for the duration of 2 years. The DPUC Report has been filed, even though the checkbook has had a few problems; a hard copy was mailed the Chairman M. Minotti has the receipt for the postage. The insurance renewal runs out on March 1, 2011, and M. Minotti will be going to Guilford on February 25, 2011; Chairman Minotti would like to see more representation from Wallingford and Guilford.</li> <li>e. Treasurer's Report: DPUC report required accounting of financial activities and the checkbook encountered some problems; M. Minotti assisted T. Dacey with the work; the balance is even and where it is expected to be; North Branford's insurance payment was received and North Haven will be pro-rated; The main question is where WPAA's 2010 insurance payment is, M. Minotti will be looking through past documents and re-check for its location; December 31, 2010 Total of CD and Checking combined: 17,335.67; As of February 24, 2011: checking: 2,845.12 CD: \$14,589.98; Switching of permitted check signers has been changed and updated; IRS form, says E. Saddig, does not have to be filed for CACSCC because they are under the \$25,000 threshold; Discussion about 1099 form decides that all need to file 1099s.</li> <li>f. Vice Chair's Report: Bylaws: CACSCC is incorporated, other than many other councils, which may be why CACSCC bylaws are so different. The question of needing to be incorporated arises and E. Saddig recommends staying incorporated for legal reasons. The Bylaw Committee will reconvene and try to trim down the bylaws to be more reasonable and updated; W. Mann has handed in North Haven's documents to M. Bigelow – Madison, N. Branford, and Guilford have not handed theirs in.</li> </ul>

----- MOTIONS / ACTION ITEMS -----

Business	Motion	By	Vote
Old	Motion to table December 2010 Minutes Acceptance.	J. Wentworth 2 <sup>nd</sup> T. Dacey	Unanimous
Old		xx 2 <sup>nd</sup> xx	
New	All PEGS, minus WPAA, agree to be on the insurance.	J. Wentworth 2 <sup>nd</sup> E. Saddig	Unanimous
New	Topic of Website to be tabled until next meeting due to M. Yelenak's absence.	T. Dacey 2 <sup>nd</sup> J. Wentworth	Unanimous
New		2 <sup>nd</sup>	Unanimous
New	.	2 <sup>nd</sup>	Unanimous



----- NEXT STEPS / ACTION ITEMS -----

	Description	Assigned To	Due Date
1	Send PEGs copy of insurance policy.	M. Minotti	ASAP
2	Contact the IRS to see if CACSCC has to fill out a 990 form.	T. Dacey	ASAP
3	Contact Madison selectman to see if he can appoint someone.	J. Wentworth	ASAP
4			
5			
6			