



Date: **1/25/07**
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **North Branford Town Hall**
 Call to Order **7:07 PM** Adjourn **8:20 PM Motioned by John Elliott**
Seconded by Joanne Wentworth
 Roll Call **5 towns/entities, represented by 8 Members** Quorum: 4 Towns, 7 Members

#	Attendees	Town	✓	#	Attendees	Area	✓
1	John Elliott	Branford	✓		Carolyn Spetland	North Haven	N
		Branford				North Haven	
		Branford				North Haven	
		Branford BOE				North Haven BOE	
2	Marie Saddig	East Haven	✓	5	Mary Bigelow	North Branford	✓
8	Bill Golambiski (aka) Bill Biski	East Haven	✓	6	Joanna Wentworth	North Branford	✓
		East Haven				North Branford BOE	
		East Haven BOE		7	Susan Huizenga	Wallingford	✓
3	Jeff Lincoln	Guilford	✓			Wallingford	
	Pete Garofalo	Guilford	R			Wallingford	
		Guilford				Wallingford BOE	
		Guilford BOE			Roger Buckridge	Guest 1- No. Branford	✓
	Stephen Fuest	Madison	R			Guest 2	
		Madison				Guest 3	
		Madison BOE				Guest 4	
4	Ken Donadio	Library	✓			Guest 5	
	John Bairos	Company-COMCAST	✓			Guest 6	

Legend: ✓ attend, R regrets, N No Status, P proxy provided

----- **AGENDA TOPICS** -----

	Subject	Lead	In Brief
1	Roll Call / Welcome Public Comments	Chairman Site Representative	Roger attending out of general interest.
2	Log of Correspondence	Chairman	Review Updates of Annual Log
3	Review / Accept Minutes	Advisors	Motion to accept 10/06 Minutes by Marie Saddig
4	Executive Committee Report	S.H./C.S./P.G	Treasurer et. al/ DPUC Rpt/2007 Focus
5	Comcast Report	J. Bairos	Submitted in Writing
6	Deferred / Old Business (Including Committee Reports)	Advisors	Insurance – ACM Membership – Advisor List – Spam
7	New Business / Town Reports	Advisors	2007 Focus
8	Public Comments & Adjournment	Guests	Motion by John Elliott Seconded by Joanne Wentworth

----- **MEETING MINUTES** -----

Description	
1	SH provides overview of new minutes format: Purpose of changes - to simplify documentation and keep post meeting documentation time to a minimum. Goals: simplify. Clarity on motions and action items. Outcomes: format will eliminate sign-in sheet. No concerns on this item. JW suggests a trial period before an official motion.
2	SH speaks of the large volume of correspondence often received in peaks in valleys and the need to organize it. She demonstrates new log for 'annual' data collection that will be maintained on the web and is downloadable through the Excel format. Consensus to proceed. Agree that log can be posted on web site as prior logs or meetings with correspondence were made public.
3	As Amended. Unanimous. Amendments: SH was present in Oct and reported Secretary of State fee of \$250 to be reimbursement. Advisors agree to this modified procedure: When minutes posted on website (pdf) a notice of posting will be sent to Advisors with Word version of minutes as attachment.
4	a. Treasurer submitted the finance report to advisors prior to Meeting. Motion to accept finance report/budget as

	document by Marie Saddig, 2 nd by Ken Donadio. Abstention by Joanne Wentworth. No opposition: The report is adopted. b. The DPUC Report due 12/31/06 was prepared and submitted by SH. Copy posted on Web Site Home page. Report submitted with expectation to follow-up with approved Financials. c. Draft of advisor contact information –handout. Updates o be given to Jeff Lincoln for more follow-up.
5	Comcast report provided in writing with correspondence attached. Distributed: a packet regarding available programming, report summarizing the customer satisfaction survey, and brochure packets including new price listings.
6	a. ACM Renewal: Budget lists fee of \$1150. ACM Billing offers three different payment tiers. (See correspondence) b. Discussion of insurance packages and prices. An application for a new quote will be submitted by end of the month.
7	Next month is designated for PEG meetings. Discussion /focus items should include insurance, FCC, Channel 19. Filing of DPUC Reports by 2.15.07. Bring back direction to CACSCC for 2007 Focus
8	No public comments. Motion to adjourn by John Elliott at 8:20, seconded by Joanne Wentworth.

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

Business	Motion	By	Vote
Old	Motion to pay ACM dues with a payable amount of \$700 with the balance to FCC Initiatives Motion to amend to \$800 by Jeff Lincoln accepted by B. Biski. Moved by Joanne Wentworth to adopt as amended including M.S amendment to retain line item for other solicitation for support of FCC issue if need later in the year.	Bill Biski 2 nd by John Elliott.	Unanimous
New			

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

	Description	Assigned To	Due Date
1	2006 Leftover tasks: J. Bairos requested notation in financial report/budget related to \$60 in kind advertisement. Checking Acct to be closed.	Pete Garofalo	As convenient
2	Contact Branford regarding SLIP Insurance data needed by CACSCC	John Elliott	01.28.07
3	Update, provide, or correct advisor contact information for the contact list.	Jeff Lincoln	No later than 3.22.07
4	Submit Comcast Report electronically to Susan Huizenga	John Bairos	01.31.07
5	Provide more programming packets to interested advisors	John Bairos	As convenient
6	Review the Comcast Customer Satisfaction survey for discussion at the next meeting	All advisors	3.22.07
7	Mail copy of the above to Steve Fuest, Pete Garofolo, and Carolyn Spetland (use addresses in hand-out)	John Bairos	
8	See if a larger-type copy of programming and pricing lists brochures could be available (especially for senior citizen customers)	John Bairos	
9	Get check payable to ACM for \$800 from P. G. to process CACSCC/PEG ACM Membership (Shared Service)	Pete Garofalo Susan Huizenga	
10	Complete SLIP Insurance Application using estimate for Branford if not rec'd. Need quote to provide final info to PEGS in time to process new option or retain current pkg as a default.	Susan Huizenga (Jeff to help if needed)	End of January 2007
11	Turn off forwarder/ automatic response for web addresses and update email addresses using a town abbreviation and an assigned number.	Susan Huizenga	As soon as convenient
12	Send DPUC updated financials.	Susan Huizenga	
13	Insurance Renewal/Replace Action for 3.1.07.	Exec Committee	2.26.07