



Date: **3/22/07**
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **North Branford Town Hall**
 Call to Order **7:00 PM** Adjourn **8:42 PM Motioned by Steve Fuest**
Seconded by John Elliott
 Roll Call **8 towns/entities, represented by 10 Members [Quorum: 4 Towns, 7 Members]**

#	Attendees	Town	✓	#	Attendees	Area	✓
1	John Elliott	Branford	✓	7	Carolyn Spetland	North Haven	✓
		Branford				North Haven	
		Branford				North Haven	
		Branford BOE				North Haven BOE	
	Marie Saddig	East Haven	R	8	Mary Bigelow	North Branford	✓
2	Bill Golambiski (aka) Bill Biski	East Haven	✓	9	Joanna Wentworth	North Branford	✓
		East Haven				North Branford BOE	
		East Haven BOE		1 0	Susan Huizenga	Wallingford	✓
3	Jeff Lincoln	Guilford	✓			Wallingford	
4	Pete Garofalo	Guilford	✓			Wallingford	
		Guilford				Wallingford BOE	
		Guilford BOE			No Guests.	Guest 1- TOWN	
5	Stephen Fuest	Madison	✓			Guest 2	
		Madison				Guest 3	
		Madison BOE				Guest 4	
6	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	
2	Log of Correspondence	Chairman	Review Updates of Annual Log
3	Review / Accept Minutes	Advisors	Motion to accept 01/07 Minutes by John Elliott
4	Executive Committee Report	S.H./ C.S./P.G	Review Next Steps -Treasurer et. al.
5	Comcast Report	J. Bairos	Submitted in Writing (separate document)
6	Deferred / Old Business (Including Committee Reports)	Advisors	COMCAST CUSTOMER SURVEY RESULTS INSURANCE -STATUS/Next Steps ADVISOR Reports from PEG/ED Visits
7	New Business / Town Reports	Advisors	COMCAST REPORT including UPDATE on CHANNEL CHANGE PLANS; CT Legislative ITEMS including HB7182
8	Public Comments & Adjournment	Guests	Motion by Steve Fuest; Seconded by John Elliott

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

Description	
1	Distribution of Medicare D (Rx Insurance video newsletter) Programming for Seniors from US government
2	Log Highlights: 02/01: Copy of Jan Minutes sent to all members as link and Word attachment with reminder that Advisors will be asked to provide updates from PEG meetings at March Meeting. 03/02: Resolution from Exec Committee regarding insurance options with ongoing follow-up on website.

	03/08: Letter from A. Riddle regarding FCC and PEGs. Clarification distinguishing old business and new business (including items that will be discussed in Comcast report)
3	Motion to accept Jan minutes by John Elliott, seconded by Pete Garofalo. All in favor. 3 Abstentions. Minutes accepted.
4	Insurance Item. Treasurers Report as distributed. Loan to CACSCC to cover delay in billing for EOC, Late Comcast check (corrected check deposited march 20) and avoid penalty for early CD withdrawal. C. Huizeng reviewed Insurance process, outcomes and options. Benefits of SLIP program could be most advantageous, if all PEGs enroll for EOC and BOD coverage. Property & Dishonesty Bond can be shared. Issues reviewed included risk, cost, underwriting factors and Renewal Status. See Motions.
5	See COMAST Submitted Report for 1 st Quarter 2007.
6	Survey results: Discussion postponed until next month's meeting. Some Advisors did not get copies. See Next Steps January #6,7
7	PEG REPORTS: Susan (Wallingford): Board of Ed Rep will be joining the Committee in the coming month. John (Branford): PodCasts available for download, anything from the channel can be downloaded. Sponsorship kits distributed to the community. No official business taken on the Education Channel. Jeff (Guilford): Interest in new technology for the station. Mary (N. Branford): Distributed in writing: Request for Action from CAC. New equipment being purchased, editing class being offered soon. Steve (Madison): Interest in new/changing technology, and how it will affect PEGs. Purchasing new equipment. Note from Marie (East Haven): conveys agreement of Insurance status.
8	No public comments. Adjourn at 8:42pm.

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

Business	Motion	By	Vote
Old	Motion to "acknowledge North Branford as eligible for insurance discount rate in billing for 2007 EOC by CACSCC." Outcome: All PEGs except Branford & Madison will get discount.	John Elliott 2 nd by Jeff Lincoln	Unanimous
Old	Motion to "To BILL PEGS for EOC and include information about SLIP program encouraging local review of the SLIP program for next March. Mailing is to include risk management helpful hints and SLIP contact information. Also provide Information about Dishonesty Bond as umbrella coverage.' Outcome: Motion made based on Exec Committee's recommendation of 2006 purchase experience.	Joanne Wentworth 2 nd by Ken Donadio	Unanimous
New (Comcast)	Motion to "ask Comcast to formally consider 3 contiguous channels (21)"	Jeff Lincoln 2 nd by John Elliott	Unanimous
New (Comcast)	Motion "to request a \$300 compensation for each PEG & CACSCC for reimbursable rebranding expenses"	Jeff Lincoln 2 nd by John Elliott	Susan Huzienga opposes, Carolyn abstains. Passed.

----- NEXT STEPS / ACTION JANUARY STATUS -----

	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	Acct closed. Financial Report notation pending – Annual Meeting Budget Prep item
2	Contact Branford regarding SLIP Insurance data needed by	John Elliott	Timely follow-up &



	CACSCC		engagement of Branford Leadership – Done
3	Update, provide, or correct advisor contact information for the contact list.	Jeff Lincoln	Carryover for April
4	Submit Comcast Report electronically to Susan Huizenga	John Bairos	Repeat Monthly (January scanned – no further action needed.
5	Provide more programming packets to interested advisors	John Bairos	Carryover for April
6	Review the Comcast Customer Satisfaction survey for discussion at the next meeting	All advisors	Carryover for April
7	Mail copy of the above to Steve Fuest, Pete Garofolo, and Carolyn Spetland (use addresses in hand-out)	John Bairos	Carryover for April
8	See if a larger-type copy of programming and pricing lists brochures could be available (especially for senior citizen customers)	John Bairos	Carryover for April
9	Get check payable to ACM for \$800 from P. G. to process CACSCC/PEG ACM Membership (Shared Service)	Pete Garofalo Susan Huizenga	Done – documentation on Web site
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)	Done – documentation on Web site
11	Turn off forwarder/ automatic response for web addresses and update email addresses using a town abbreviation and an assigned number.	Susan Huizenga	Done – documentation on Web site
12	Send DPUC updated financials.	Susan Huizenga	Carryover per Prep for Annual Meeting

----- NEXT STEPS / ACTION ITEMS FROM MARCH -----

	Description	Assigned To	Due Date
1	Pete send out e-mail POP forwarding information for email addresses (to Steve in particular)	Pete Garofalo	As convenient
2	Review the current privacy policy, beginning with the website policy	Jeff Lincoln	For April Meeting
3	Send toll-free Comcast number for network-related problems to Susan Huizenga (this number cannot be posted on the internet)	John Bairos	As convenient
4	Send links regarding copyright infringement to Richard Bigelow	Susan Huizenga	As convenient
5	Keep North Branford's "Request for Action" points as possible annual meeting topics	ALL	
6	Letter to Comcast about Channels changes per motions	Susan Huizenga	
7	EOC Bill to PEGS with Insurance info per motions	Exec Cmte	