



Meeting Minutes for April 28, 2005 – Review Draft Totoket TV North Branford (NBPCAG)

Present:

Branford	John Elliott, Marvin Zimmerman, Pat McGlashan, Billye Bradley (BOE)
East Haven	Marie Saddig
Guilford	Pete Garafolo
Madison	Steve Fuest, Abigail White
North Haven	Iris David
North Branford	Nancy Lappie
Wallingford	Susan Huizenga
Library	Ken Donadio
COMCAST	John Bairos
Regrets:	Jeff Lincoln, Mary Bigelow, Robert Becker
Guests:	Dave DuFourney, Roger – Board Member at host site

I. Call to order. Chairman Huizenga called the meeting to order at 7:14 PM
5 Towns, 8 Members present AW & NL joined the meeting.

II. Minutes Action: Chairman Huizenga asked that the Minutes of the March Meeting be reviewed for acceptance and called the motion to accept. This was followed by a discussion of minutes and PG identified the omission of Docket # and discussion detail for Comcast Billing. Motion by M.Z. Seconded by J.E. carried such that minutes are accepted subject to corrections to include Comcast Billing Docket # **05-03-01 DPUC Review of Comcast's Billing policies and discussion of the understanding that there was no policy change merely a billing system error which occurred during a billing system merger.**

Discussion of the resignation for health reasons of RJ Styles, Advisor and Secretary, and how to handle this leadership void followed. Administrative direction confirmed as follow: P.G will provide “notice of monthly meeting” inclusive of date /location /driving directions concurrent with distribution of Monthly Treasurers Report until June Annual Meeting.

III. Town Report

No Customer Issues reported by Advisors. See Correspondence:
No Education Reporting – No BOE Advisors present

Branford: Reported by M.Z.

No subscriber issues.

Chad Roy, New Station Manager (Tues/Thursday) working out well. Hours to set at 20 hours per week. Active discussion with Comcast about Internet Service and classification accuracy of billing of same (residential vs.commercial, Cable TV included and IP address

availability) and town regarding rent. . Resolution to be worked out with J. Bairos for reasonable rate/IP address. PEG facility accepted Security System donation which includes ongoing discounted rate for monitoring.

For the Record: Thanks were extended to Advisor S. Fuest by J.E and echoed by MZ for support in facility technical installation support. Other BCTV Board Activities include review of Channels Role for Town Emergencies and Sponsorship and Underwriting Guidelines.

Discussion: Sponsorship reference materials provided by COMCAST & Chairman Huizenga. Chairman Huizenga requested that resources acquired by any local PEG which may be of value to other towns be forwarded to chairman@7TownTV.org to be added to Resources Section of 7TownTV.org. For materials provided to BCTV by Chairman Huizenga see <http://7towntv.org/modeldoc.html>

East Haven: Reported by M.S.

Employee changes underway (Facility Manager – moved to PA.,bookkeeper ill, p-t clerical leaving in August). ETV Goal: To have New Staff in place by Sept.

Update: Ed Channel – noticeable improvement in Ed Channel since chairman of BOE involved. Reconfirmed L. Pacelli resigned CACSCC.

No subscriber issues.

Guilford:

No subscriber Issues. See Remittance check address item under New Business.

No. Branford: Host site. Station recently inventoried to identify obsolete & broken equipment.

Madison: Reported by S.F.

No subscriber Issues.

Boy Scouts tour in process tonight. New and successful activity includes Middle School Class on TV Making. Station purchased computer based editing for PC to support this activity. Government Very busy. Team 20 under leadership of Peter Van Strumn actively getting Town Meeting. Recognized as a job well done by community based on feedback to channel and VCR gift. Modified by A. White: Channel 19 is imminently & definitively moving to Arts Barn location. Equipment update: 2 new cameras being purchased for one for Channel 18 and one for 20.

Wallingford: Reported by SH

No subscriber Issues other than those mailed to the council at-large.

WPAA is looking for additional Part-time staff because the facility is busy.

CTN is airing for a significant amount of schedule on channel 20 since the DCT arrangement. WPAA's Board requested changes in Comcast PEG Remittance processing. See Correspondence. Grant Writing: Drafted Proposal for Wallingford currently being reviewed by K.D. Involves Senior Center and Library –so requires circulation.

IV. Comcast Report By J. Bairos

Community Relations Breakfast May 29th. Branford Chamber of Commerce-Monthly Meeting

April 1st Channel Changes – Digital & HiDef.

Goal: Standardized Statewide line-up in CT with theme tiers like news, sports and PEG by June-July timeframe. Currently Channel line-ups vary by Franchise. No changes to PEG expected. HBO will be migrated to digital. 30 day notice to customers required. Commitment for reimbursement for branding related costs to PEG if changed will be follow-up if needed.

Announcement: PBS Project for Children – On Demand. Sept Launch. Sprout in Digital Tier. Currently available as VOD. E-mail for Mr. Hopper aka smryl to John PBS

Branford Monitor in Call Center is fixed since our visit.

Correspondence from customers:

Topics include: History channel – hearing impaired TTD # on bills, WPIX inquiries, Wallingford with technical issue, rates, gross earnings, CT Huskies basketball, mail address issue that appears to be a town issue in Wallingford

Questions for Company:

10 Advisory Councils. 5 have e-addresses per the Customer Bill insert last month. . I contacted each council and so far the e-addresses appear to be functioning, CACSCC had requested correction of e-address for Advisory Council from cacscc@juno.com to chairman@7Towntv.org last August: *Was this an oversight? Can it be corrected before next mandated annual notice?* Answer: J.B confirmed that it was an oversight and a correction will be made soon/next mailing if possible.

CACSCC Check Status. Previously made in error to BCTV. Awaiting corrected check in amount \$2,000. Status unchanged.

Check to Access Stations: Request by WPAA to modify check remittance process to remove individual's name on check and correspondence. Prefer organization name on check and correspondence. Confirmed that names on appear on checks other than WPAA and they are not current if local organizational changes in last 2 years.

Question *Why is there a name on the check and in correspondence, is there a policy reason?*

Discussion added question as to why the checks are mailed as 'overnight'. Identified by East Haven.

Discussion: **Best Practice recommended 1) removing names from checks and letters and 2) certified US Mail to PO Box, concurrently.** Overnight mail causes issues because the stations are not open every day. If there is a need to clarify – Comcast should contact each PEG to confirm best practice. At this time Madison and North Branford identified that current process is working.

Comcast /Adelphia Deal impact on CT: Several regulatory process. 4 franchises (108,000 customers impacted). Waterbury, Old Lyme (currently in franchise renewal) , Norwich & Naugatuck valley. Divesting of 21% of Time-Warner is part of transition. Target date for changes October.

Congratulations to Comcast on overwhelming 1st quarter

V. Old Business

Business Cards: J.E. made request for more Business Cards. Discussion about how to present e-mail address. **Decision to use mail forwarding feature and 7towntv e-address on Business Cards.** Risk identified in discussion: Mail Routing will eliminate capture of correspondence that is directed to a particular director in the 7towntv mail archive therefore, each Advisor will become more responsible for getting correspondence to Comcast's attention as needed.

CTN Discussion – approx. 20 minutes: Question on Bills under consideration. The Bill related to 5 year term if it makes progress will not impact current franchise agreements. Reviewed CTN's interested in being carried on Basic Tier esp. Legislative initiatives SB6652 which was raised. Session ends June 8th. There may be no further action. Letter discussed last month for follow-up by A.W./S.H is still pending. BCTV letter was mailed to DPUC and CTN & Comcast. Letter will be sent to Technologies Committee. Our concerns were expressed to CTN Exec Director as appearing adversarial. Immediately following this meeting CACSCC letter will be drafted/mailed. DPUC/Cable Company may be compromised in trying to interpret the impact of proposed language to local PEG or other Basic Service. Focus of concerns is clarity of language.

DCT Boxes available to Basic Tier customers for CTN specifically. Cost is \$1.25 per month & .30 for remote. Box installed for free. *What is the plan for COMCAST promotion of CTN?* Answer: No active promotion planned. CTN is informing customers of this option on their Web Site. Contact your Cable Company is the message on CTN and this is a Comcast option. Discussion: CTN is officially available via this DCT mechanism now. Not seen as accessible/customer friendly option by Advisors. Next Step: Add information links on 'How a Bill Becomes a Law', Letter from CACSCC to Technology Committee. Advisors can take independent action as they see fit with local legislators.

Awards: AW Question: *Will CACSCC be sponsoring a Producer Awards night at any time in near future?* We adopted an Awards Program that was broader than Producers that needs to get our support and one of the values of ACM membership is Producer access to regional and National Competition and recognition. PEGS can sponsor Awards programs and ask CACSCC to contribute in some manner if they choose to organize to do this.

VI. New Business and Correspondence

Annual Meeting Committees and Format:

Nominating/Refreshment Committee: N. Lappie to Chair. Committee to include M.S. and M.B. Goal is to have a slate of officers and work out the ice cream/food arrangements. Too much food last time. Possible use of Wentworth's which is new WPAA neighbor. Budget maximum is \$225 for arrangements.

Discussion: Why is election Annual? Our corporate status in by-laws appear to be incorrect. Do we want a committee or to raise these changes from the floor.

Proposed Speaker: Will Michaels who is producing 'reality tv' with Nature topics. P.M agreed to be the interviewer. Live broadcast to Channels 19 was agreed as goal. Fee approved as \$275 based on getting copies of 10 programs on VHS or DVD. He has travel costs. MS. Motion to approve speaker at \$275. PM seconded. Vote was not unanimous. AW. Voted nay. Comcast agreed to support router for the evening's programming time block of 7-9 PM.

By-laws Next Steps. No committee. Raise biannual elections and corp status reference as amendments from the floor.

VII. Treasurer Report

After discussion: Accepted as submitted. Moved by MZ. Second J.E. Action taken by Treasurer this month is to let CD Rolled Over for 6 months for re-evaluate in the Fall..

ACM Renewal came for Next Year. National Event in 2006 is Boston. It was approved in Budget Discussion of value. Madison Advisors do not see value as they would not be members and did not get Newsletter. M.S suggested that supporting lobbying and educational efforts ant National level helps maintain PEG. Also, member rates have been available to all local producers to participate in conferences, video festival and purchase materials thru CACSCC. Wallingford has taken advantage and we submitted Web Site as member organization.. This value of ACM membership is identified on our Web site. Anther value is not paying membership as PEG. Newsletter availability and distribution to be rectified.

VII. Adjournment. A.White made a motion to adjourn this evenings meeting. The motion was seconded by K.Donadio and unanimously carried. The meeting adjourned at 9:14 p.m.

Respectfully submitted:
Chairman Huizenga

APPENDIX

CTN Basic Tier Web activity referred to during the meeting. Illustrated below.

WOULD YOU LIKE CONNECTICUT NETWORK ON YOUR BASIC CABLE LINEUP FULL-TIME?

If you enjoy CT-N's lineup of state government, public affairs and politics and would like to see more of it, your cable operator needs to hear from you. We've made notifying them easy and convenient. **Simply fill out the form below to add your name to a request list being forwarded to your local cable company.**

Full Name:

Zip Code:

Cable System:

Yes! Add My Name to the Request List*

*By clicking above, I authorize the Connecticut Network to share the information listed above with my cable operator, for the purposes of communicating my request to have CT-N carried full-time on my basic cable lineup. All other personal information obtained here or elsewhere on this website remains subject to [CT-N's privacy policy](#).

Email: (Optional) shared with CT-N Only

Thank you for supporting the Connecticut Network.

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