



Meeting Minutes for May 27, 2004
MADISON COMMUNITY TELEVISION

Present:

Branford	Marvin Zimmerman, John Elliott, Pat McGlashan Billye Bradley (BOE)
East Haven	Robert Becker, Lou Pacelli
Guilford	Jeff Lincoln
Madison	Steve Fuest, Abigail White
North Haven	
North Branford	
Wallingford	Susan Huizenga, Russ Styles
Library	Ken Donadio
COMCAST	John Bairos
Regrets:	Marie Saddig, Dennis Dostert, Pat Schiller(BOE), Iris David, Nancy Lappie, Pete Garafolo
Guests:	Curt Huizenga, Walter Mann, Peter Van Strum, Carolyn Spetland

I. Call to order. Chairman Huizenga called the meeting to order at 7:18 pm

II. Minutes Action: Chairman Huizenga asked that the Minutes of the April 22, 2004 Meeting be reviewed for acceptance and called the motion to accept. The motion carried.

III. Public Comments (All recorded public comments were expressed during the Public Comments opportunity at the end of the meeting.

W. Mann commented. 1) Regarding the deletion of WWOR-TV. He is concerned regarding the number of subscribers because that directly affects PEG budgets. Many subscribers remain with cable only because they carry the New York stations. If the New York stations are dropped he is concerned more people will switch to Satellite TV. This will affect not only PEG budgets but also Comcast profits. 2. He also commented that the local PEGS need to be part of the policy regarding control over the router as opposed to only one coordinator. The 13 week DPUC rule in Connecticut requires towns to have control over the programming because they may schedule in advance. Important local events such as election coverage and other events require the local PEG groups to have direct control over the signal. The council needs to make sure that the PEG committee involves the PEG groups in the router control issue. He feels representatives from the 7 PEG groups should be invited to the meetings. S. Huizenga asked for clarification as to whether any actions taken by CACSCC were considered to be 'taking control' and reported that the committee should meet as a committee first and after work has begun the PEG Groups will be invited to a public session. She commented that W. Mann is a community member of the PEG committee and would be welcome at all committee meetings. **A. White is committee chair.**

Meeting should be scheduled. Router implementation for Public Access Channels has a target date of Sept. 04. (Please refer to timeline reference in the attachment.)

IV. Town Reports.

Branford. M. Zimmerman (R2)

Two Customer issues: 1) Customer requested telephone number for BCTV from Comcast and was unable to receive one from Comcast. 2) Appointment/Location problem with a Condo: A Customer attempted to set up an account and was told he was wrong about his own address which had a Unit number. He was unsuccessful in his attempts to clarify the situation until a supervisor was involved and then he was given an appointment. He waited four hours on a previous occasion for the representative to come, but the installer never arrived.

PEG activities: Considering new equipment purchases and updates to facilities are under consideration by the town. New staff is working out well.

BOE Updates: none to report

East Haven. No member present.

Guilford. J.Lincoln reporting. (R5)

Customer issues: none to report

PEG Activities: Outage was experienced last week. J. Lincoln and P. Garafolo have applied to remain as advisors for two more years.

BOE Updates: none to report

Madison. A. White reporting. (R1)

A. White welcomed Advisors to the Madison Host site. Some advisors toured location prior to start of meeting.

Customer issues: none to report

PEG activities: Reported that there are several new electronics purchases, waiting for soundproofing and new carpeting. News shows being planned.

BOE Updates: none to report

North Branford. No member present

North Haven. Walter Mann reporting. (R4)

Customer issues: none to report

PEG activities: Planning coverage of the Memorial Day Parade.

BOE Updates: none

Wallingford. R. Styles reporting/S. Huizenga. (R3)

Customer issues: none to report

PEG activities: Government events programming increasing. Arrangements for CAC Annual meeting next month including Bulletin Board Notice addressed. S. Huizenga has been reappointed to committee for two years.

BOE Updates: BOE Appointment to CAC expected by annual meeting.

Library. K. Donadio reported. No updates.

V. Officers' Reports.

Chairman: 1. Status of Router Installation & specifications request: [See attachment]. A new Comcast technical contact, Brendan Clifford made initial contact with Chairman Huizenga on Friday May 21st. A specification document and router schematic, originally requested in March, was to be delivered prior to this meeting but is still unavailable. Even though technical documents were not received the chairman attempted to build a proposal schematic. The router schematic and draft proposal created by S. Huizenga was distributed to the council. Discussion regarding town control over the router took place but a decision was deferred until more clarification on the technical capabilities is received. The PEG Committee will be responsible for setting a meeting date on 'What can be done' and 'What should be done' as expressed by J. Lincoln. The Five questions sent to B.Clifford were reviewed with J. Barios at this meeting.

1) Is Videocommander currently in the feed loop for local cable casting and therefore active?
ANSWER J. Barios **YES** Discussion since no degradation of signal has been reported this is good news.

2) Will the downlink be available for June 15th Proposal as discussed and documented in the attached? ANSWER J. Barios **YES**

3) Can the schematic and scheduling instructions be made available YESTERDAY? ANSWER B. Clifford will send an excel schematic. Discussion: The larger questions remain about scheduling instructions, events capability, access, and security that would be in the requested manual.

4) Will technical support be available on our proposed 'live' shoot use of the VideoCommander on June 24th at 7 pm? ANSWER J. Barios **YES**

5) Which level of VideoCommander has been installed? Answer was software version 1.2 for Windows. However it is still not clear which level of product was installed. Professional - Network per the intranet site descriptions? **Clarification pending from COMCAST.**

Immediate Meeting Action: John Bairos will attempt to bring a technical person to the meeting so that router issue can be discussed openly and with accurate information. S. Huizenga requested a meeting with the technical person be sceduled on June 4, 2004 at the Branford Comcast facility if possible. S.F, W.M, and Huizenga are expected to be in attendance to review technical capability of the router. **Regarding follow-up on scheduling Ed Channel via router for summer & annual meeting : Steve to handle in Madison, Jeff in Guilford, Susan in Wallingford. Note to go to Marie & Nancy & Billye for follow-up in East Haven, No. Branford & Branford respectively.**

Proposal Highlight: 1. Satellite as program back-fill for Ed channels in summer and cablecast window for CAC annual meeting in June. Ed representatives have been asked to confirm Ed scheduling contacts and discuss plan. Also router anticipated as means of getting more CTN coverage locally with less overhead for CTN. [see new business] 2. Client survey for website relaunch was distributed. Redesign is officially part of Quinnipiac e-media Grad class on digital project management and will be modified from current flash site to site similar to original proposal when AT&T was cable provider. Relaunch of site to be concurrent with annual meeting and part of the public relations fro the meeting. 3. Speaker for the annual meeting will be Paul Janensch Courant and WNPR Conn. Public Radio commentator. He has waived the honorarium. Topic will be consideration in producing 'hometown news' programming. **Please plan to attend and invite PEG Members and public.** 4. Business card and magnets were distributed to some council members. The balance will be distributed at Annual Meeting. Style approved. 5. Nominations committee has been active in reviewing leadership needs for next year.

Treasurer's report (Comments sent to Advisors with Monthly report received via e-mail): For the fiscal year ending June 30, 2004 projected total expenditures are \$2,609.39, which will result in a projected net deficit for the year of \$459.39, which excludes the \$5,450.00 restitution payment received back in October. Including the restitution payment, the Projected Total Surplus at June 30, 2004 is \$22,511.85.

VI. Committee Reports.

Insurance Committee: A. White has spoken with insurance representative. Discussion: **Advisors would like some estimated costs for CAC budget and PEG status at Annual Meeting.**

Customer Care Committee: An email digest alternative to advisors handling this task as a committee is available. S. Huizenga will distribute registration information to advisors. CTAM SmartBrief is a FREE daily consumer-oriented cable and telecommunications professionals briefing delivered free through e-mail <http://www.smartbrief.com/ctam/>

Budget Committee: Expenses to date were examined. Questions were raised regarding projected amount for insurance committee and whether towns should kick in for Alliance For Community Media Membership. S. Huizenga recommended to test our shared services model first because all of our funds in excess of \$2,000 annually is PEG Interest on prior years' grants. Honorariums and food for the annual meeting may actually put us over budget. Steve motions that we budget expenses at \$3500 for the next year. Marvin seconded. Motion carried. The first check from igive.com has arrived for \$10.99. Information on igive distributed. [See Attached] **Budget to be prepared for Annual meeting with categories of expenses and revised expense cap and anticipating Insurance costs..**

VII. COMCAST Report. John Barrios Reporting:

Effective June 20, 2004 hours of payment center will be changed to be more standardized state wide. Comcast leadership awards were awarded to two students from Wallingford in the amount of \$1,000 each. Branford American Legion awarded Comcast Certificate of Appreciation for flying American Flag. Channel line-up will change effective July 15, WWOR-TV will be dropped, New England Cable News will be moved to its spot in the line-up in slot 26. Slot 42 remains unaccounted for at this time. **Clarification requested on the open channel's anticipated use.**

Seven outstanding complaints have been resolved. The complaint regarding gross receipts tax on the bill remains in need of further clarification. He will look into getting a clearer response for the customer. Discussion and consensus: Any inquiry sent from CAC to Comcast should not get the standard reply because it is very likely the customer already received the standard reply and was seeking further clarification via the council. Council Members also asked for delineation of Gross Tax changes over the past year. Note: Complaint resolution copies were not made available for files. **Complaint summary and process still needs attention as there is some concern about privacy newly expressed by company.**

Question regarding a change in the April monthly report: CATV report is reviewed regularly as established at March Meeting in discussion with Mr. Speller. Statistics page has deleted basic members services counts per town. This is the line PEG verifies & monitors its budget against. Restoration of that number to reports requested such that April Report is issued with a correction. The question was raised regarding whether or not this is a planned monthly change. J. Barrios to research change. **CAC wants to see a clarification and a retroactive correction for April.**

Docket 04-04-13 asking for a clarification in the Community Access Fee. Is this relevant to Branford Franchise? J. Barios indicated that the DPUC review was a result of a discrepancy in billing/reporting in Vernon. A. White suggested alternate summary was received from DPUC but was unable to locate document. (This docket may ultimately have impact – to be determined.)

VIII. Correspondence:

Letter from Comcast was received requesting an accounting of the \$2000 budgeted for the year. The secretary will take care of the audit request from Comcast.

Sample Customer complaint regarding rate increase – a few received since last meeting.

Customer complaint regarding the black-out of Atlanta-Mets baseball game. Comcast has responded to this complaint.

Reappointment letters. P. Garafolo and S. Huizenga have been reappointed for two year terms.

Secretary of State filing which requires \$25.00 check to be forwarded to Treasurer.

IX. Old Business.

None discussed.

X. New Business –

Steve inquired regarding the food budget at the annual meeting next month and parking location. N.Lappie handling refreshments. Directions to be mailed.

North Haven will no longer have representation after this month. Walter will look into securing a replacement. Guilford and Madison have open positions for their Ed Reps.

Under AT&T, Branford Ed Channel received a great deal of attention regarding educational programming and support. The other six towns have not received an equitable share of support. We are also waiting for Comcast to identify who will be assuming the Ed rep responsibilities.

Council requested clarification on whom at COMCAST is the new person filling this role.

CTN: W. Mann suggested a potential means of routing digital tier at each Government access station to enable CTN rebroadcast without using the router. The idea is to be discussed further with J. Barios, COMCAST. It is suggested technical upgrade for each government channel to enable CTN viewing by basic subscribers in addition to the current Channel 130 digital option.. Advisors express that CTN Highlights is valued and would hope highlights would be available regardless of any new arrangement.

Abigail White left the meeting at 8:05 pm.

XI. Adjournment. Steve made a motion to adjourn this evening's meeting. The motion was seconded by everyone and unanimously carried. The meeting adjourned at 9:28 p.m.

Respectfully submitted:

Carolyn Spetland