



Meeting Minutes for August 26,2004
Branford Senior Center

Present:

Branford	Marvin Zimmerman, John Elliott, Pat McGlashan, Billye Bradley (BOE)
East Haven	Robert Becker
Guilford	Pete Garafolo, Jeff Lincoln
Madison	Steve Fuest, Abigail White
North Haven	Pat Schiller(BOE), Iris David
North Branford	Nancy Lappie
Wallingford	Susan Huizenga, Russ Styles
Library	Ken Donadio
COMCAST	John Barios
Regrets:	Marie Saddig, Lou Pacelli
Guests:	Curt Huizenga, Matthew Gaito

I. Call to order. Chairman Huizenga called the meeting to order at 7:06 PM

II. Minutes Action: Chairman Huizenga asked that the Minutes of the July Meeting be reviewed at the September Meeting.

III. Public Comments None

IV. Town Reports.

Branford. M. Zimmerman reporting.

Customer issues: None Reported

PEG activities: BCTV is in the process of renovating the space for their new facility. Everything was going smoothly until they discovered Comcast had only moved Channel 18 to the new location, not Channel 20 as well. When they inquired as to the location they were told that was what had been requested. Upon further follow-up and extensive correspondence, they received correspondence stating that it was only Channel 18 and were told they will be charged extra to move the other channel as well. It will cost approximately \$3800. They are in the middle of the move and will most likely be forced to pay the fee for the drop because they are already in the process of moving. This will cut into their reserve operating budget. There has been a lot of miscommunication and misunderstanding in the process.

The program director of BCTV has resigned to take a position with Comcast and Abigail White has taken over on a temporary basis.

BOE Updates: None Reported

East Haven. R.Becker reporting.

Customer issues: None Reported

PEG activities: None Reported

BOE Updates: R.Becker is currently trying to bring the Education channel back up to speed.

Guilford. J.Lincoln reporting.

Customer issues: None Reported

PEG Activities: They are slow at the moment. No new business to report.

BOE Updates: None Reported

Madison. S. Fuest / A. White reporting.

Customer issues: None Reported

PEG activities: Abigail continues to oversee programming on the channel. There are approximately 10-15 public meetings a month broadcast on the channel. Many compliments have been received about Channel 20 and what a great benefit it is to the public.

BOE Updates: An open house for teachers and library personnel is being set up. Training is also being set up. A by-laws review is also pending. A.White questioned whether there is a directive that requires the 7 towns to act as a group. Chairman Huizenga stated that it is her belief that it was only a recommendation that the towns work as a group, there is no written directive in the bylaws. It was an old business recommendation as to the source of the directive regarding the 7 towns working as a group.

North Branford. N. Lappie reporting.

Customer issues: None Reported

PEG activities: There are often complaints that the picture quality is not clear and the station manager has requested Comcast to do a technical review of the equipment and the request was denied. The equipment owned is very old and there are difficulties with the audio equipment. N.Lappie is actively searching for new programming, however, many people get frustrated because of the age of the equipment.

BOE Updates: The superintendent has control over programming on the Education Channel. N.Lappie left the meeting early at 7:30 p.m.

North Haven. No member present.

Wallingford. S. Huizenga reporting.

Customer issues:

PEG activities: Wallingford is purchasing a variety of equipment and installing it.

BOE Updates: The Board of Education recently changed policy regarding public service and identified Wallingford Public TV as an option for public service for town high school students.

V. Officers' Reports.

Chairman: Based on the direction from last month, correspondence to the PEG groups, Council Members and Comcast was sent out addressing issues such as communication protocols and closure in general. Correspondence from Branford was received regarding ongoing issues related to by-laws, programming and technical issues. The website is almost complete; problems with the search through Google continue but the site is up and continues to be updated.

Patty, the Executive Director of Community Voiceover, is part of a group attempting to re-establish a Connecticut Alliance. One issue they want to address is the level of the budget available to Cable Advisory Councils. The issue of senior discounts was forwarded to them as a possible legislative agenda item as well.

Vice Chair: Vacancy

Treasurer: A net deficit of approximately \$950 is expected at the end of the year. \$19,403 is projected for a surplus at year-end. The budget was sent out via email. Question regarding date Council funding was to be released. John Bairos is checking on the date so the Council knows when to expect the check. J. Eliot motioned that the budget be passed as presented. R.Becker seconded. S. Fuest commented that he believes the budget is fine but he believes we need to be aware of the surplus level. Motion passed unanimously.

Secretary: No report

VI. Committee Reports.

Insurance Committee

Education Committee

PEG Committee

Outreach Committee

VII. COMCAST Report. John Bairos Reporting: An oral report took place at the meeting, followed up by the following written report:

Community Relations activity:

- *Received Community Award from Branford American Legion;
- *Provided gifts to the Branford HS graduation party;
- *Sponsoring East Haven Fall Festival in September;
- *Sponsored Branford Chamber of Commerce Legislative Breakfast;
- *Provided raffle prize for JF Sullivan Golf Tournament/Guilford Sideliners
- *Distributed information from Bravo Network "On with the Show" school essay contest.
- *Announced availability of tickets to Pilot Pen Tennis Tournament and Buick Championship Golf Tournament for members and local youth organizations

Referred videotape of Gov. Rell's cable television program "On the Record" to Chairwoman Huizenga of Wallingford.

Responded verbally to Chairwoman's correspondence dated August 17, 2004 with 24 questions. He stated a written response would be forthcoming and that at a future date written reports would be provided to the council at monthly meetings.

Cover letter: J.Bairos questioned the meaning of "undue burdon on us as a volunteer... organization". Chairman Huizenga explained that having information in writing would make it less burdensome on the council. He also commented that Comcast is required to provide channel lineup changes, etc. to the council. The Chairman responded that the Council would like to hear that information but prefers it to be in writing to give Comcast time to address other issues. He asked what information the Council would like the Comcast representative to bring to the meeting. He was told that answers to questions such as those that are in the correspondence as well as customer issues is what is more interesting to the Council. Also, interaction with towns would be appreciated. John questioned what was intended regarding the comments about setting up appointments with towns. Chairman Huizenga presented the example of the meeting regarding the router and the follow-up visits that were supposed to take place and the request that the Council make the appointments. Chairman Huizenga explained that the Cable Advisory

Council is volunteer and she is not obligated to keep Comcast up to date. J.Barios asked how the Council would like general communications with Council members to take place. Chairman Huizenga directed him to contact individual PEGs directly, not through the Council unless the Council has been identified as a conduit for the issue. All the Council asks for is a courtesy cc: so the Council knows what is going on.

Regarding Questions:

1. Letter was sent May 3, 2004 stating who correspondence is to be sent to. Chairman Huizenga is asking for a full procedure. He states that this was sent in the correspondence and Chairman Huizenga asked for a copy in writing. J.Barios provided a copy. Policy is to send correspondence to J.Barios only.
2. A copy of 2004 inquiry log was provided.
3. The tape is copyrighted and retransmission agreements need to be completed. This supercedes all previous correspondence indicating there was permission to use music through copyright provisions with ASCAP/BMI.
4. The tape is copyrighted and retransmission agreements need to be completed. This supercedes all previous correspondence indicating there was permission to use music through copyright provisions with ASCAP/BMI.
5. At discretion of Cable Advisory Council. If possible, the council asks for the visit to take place in lieu of the November meeting. If possible, it will be done as a 6:00 meeting on the 3rd Thursday of November.
6. Discussions took place in June regarding improving the music signal. J. Barios reports that Wallingford GTV states the signal has been improved and the issue has been resolved. Chairman Huizenga will follow up with the station and J.Barios will send a technician out to check on the signal.
7. Requests from Wallingford and North Haven requested DCT to transmit CT-N. Any local access group with digital access may use the DCT to transmit CT-N. This is a policy change because CT-N will no longer be providing tapes to the PEG groups. Any towns without DCT need to upgrade their service. The box will be provided for a monthly fee. A written copy of this policy is requested.
8. J.Barios stated that he feels Router Policy needs to be in place before he will provide the training and/or access to the router. An identification of what sort of policy needs to be provided is requested in writing by the Council.
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10. J.Barios stated this is marketing demographics and is proprietary information.
11. J.Barios stated this is not provided in the franchise agreement. Chairman Huizenga stated there was a commitment in January of 2003 to provide training. J.Barios stated that he will provide the training if it is still requested.
12. They are currently in discussions with survey companies. More information will be available at next month's meeting.
13. The new address will be in an insert in September.
14. He reported this is not part of the franchise agreement, it is part of the docket of the DPUC. J.Barios is the contact person for the development of alternative commitments. He needs input from the Advisory Council on this issue.
15. J.Barios is the designated contact for the Cable Advisory Council and PEG groups. Requests for other technical support needs are to be directed to J.Barios and if necessary he will involve other personnel. 1-800-556-9979 is the number designated for PEGs for any technical assistance. More information needs to be provided to J.Barios to clarify this issue
16. Customer service availability and hours is still unanswered.

17. These change frequently. He will forward these electronically as long as the website is updated as soon as changes are forwarded.
18. All schools and libraries have been serviced according to J.Barios and he further states that no inquiries have taken place. A list of all schools and libraries and their status is still requested by the Advisory Council.
19. There was some confusion over the request and there was miscommunication. J.Barios apologizes for the confusion and miscommunication. BCTV has unhappily agreed to cover the cost of moving the line. Comcast is picking up the cost of \$17,000.
20. Item 6 of the docket of DPUC addresses this issue. Comcast would like to work with the Advisory Council to develop these standards. This will be addressed at next month's meeting.
21. J.Barios stated that the magazine was discontinued with merger of the company. There was confusion as to who was on the list and the Council is asking for the distribution list for this mailing so it can be verified that the correct people were notified. J.Barios stated if people complain about not receiving the magazine they should contact him directly.
22. Covered under treasurer's report—still to be determined.
23. Closed earlier in the meeting.
24. See #2

VIII. Correspondence: 1. Correspondence was received from a group attempting to re-establish the Connecticut Alliance (See Chairman's Report).

2. Comcast CATV correspondence dated Aug. 6, 2004 was received. It still does not have a subscriber number by town as requested in April (open item 23 in correspondence to Comcast). However, there was an overall decrease in the number of subscribers by 800. John Barios reports that the numbers do accompany the monthly checks. These numbers are not reported to the DPUC as they are not required to do so. J.Lincoln moves that we request item 23 be identified as closed. Seconded by S.Fuest. The DPUC no longer required them to provide this information in the reports so Comcast stopped reporting this information. This information is coming with the checks. J.Lincoln assumes the responsibility of the number verification. Motion passed.

3. Mr. Gravino requested training on the Scala and requested to be allowed to post on the Scala. He was informed that there was no information from the DPUC that granting him this access and was asked to provide verification that he was given this access. He was informed there are other ways to access the bulletin board information. No further correspondence has been received from him.

4. CT-N correspondence was received: First a thank you for participating in the June Event. Second, the director of marketing inquired as to any regulations regarding use of DCT and CT-N programming. He was told that Comcast said this technology was only to be used regarding the June events. Further follow-up has not taken place as of yet. They are interested in working out a solution for towns without CT-N on the basic tier which would eliminate the need to provide tapes of the programming.

5. Comcast has acknowledged their error in the Vernon franchise and has corrected it.

IX. Old Business-

X. New Business –

XI. Adjournment. P.McGlashan moved to adjourn this evenings meeting. The motion was seconded by B.Bradley and unanimously carried. The meeting adjourned at 9:21 p.m.

Respectfully submitted:
Carolyn Spetland