



Date: **1/24/08**
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **North Branford Town Hall**
 Call to Order **7:05 PM** Adjourn **9:17 PM Motioned by M.Saddig**
Seconded by J. Elliott
 Roll Call **5 towns/entities, represented by 7 Members** [Quorum: 4 Towns, 7 Members]

#	Attendees	Town	✓	#	Attendees	Area	✓
	John Elliott	Branford	✓			North Haven	
		Branford				North Haven	
		Branford				North Haven	
		Branford BOE				North Haven BOE	
	Marie Saddig	East Haven	✓		Mary Bigelow	North Branford	✓
	Bill Golambiski (aka) Bill Biski	East Haven	✓			North Branford	
		East Haven				North Branford BOE	
		East Haven BOE			Susan Huizenga	Wallingford	✓
	Jeff Lincoln represented by Joel Parker	Guilford	✓			Wallingford	
	Pete Garofalo	Guilford	✓			Wallingford	
		Guilford				Wallingford BOE	
		Guilford BOE			John Otto	Guest 1- Guilford TV	
		Madison			Richard Bigelow	Guest 2 – Totoket TV	
		Madison			Roger Buckridge	Guest 3 – Totoket TV	
		Madison BOE				Guest 4	
4	Ken Donadio	Library	R			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	Welcome Joel Parker of Guilford and John Otto of GCTV, Regrets from W. Mann who had planned to attend. Regrets from K.D.
2	Log of Correspondence	Chairman	Review Updates of Annual Log – behind in administrative updates to log-website.
3	Review / Accept Minutes	Advisors	Motion to accept 08/07 Minutes by B. Biski Seconded by J. Elliott. Accepted with 2 advisors abstaining: M.S., J.P. Now we can officially file our 2007 DPUC report because we have minutes approved.
4	Executive Committee Report	S.H./ P.G	Treasurer et. al.
5	Comcast Report	J. Bairos	Responded to topics raised in Exec Committee Report.
6	Deferred / Old Business (Including Committee Reports)	Advisors	<ul style="list-style-type: none"> Vacancies- Action Taken. Letters to BOE by USPS Mail in Dec. E-mail to Mayors/Selectman 01.24.08 Insurance Payment Plan
7	New Business / Town Reports	Advisors	ETV, Totoket, GTV, WPAA. Branford – no updates known by J.E. No advisors: NHTV, Madison
8	Public Comments & Adjournment	Guests	Motion by M.S., Seconded by J.E.

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

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

Business	Motion	By	Vote
Exec Committee Report Outcomes	File the 2007 CACSCC DPUC report as presented by the Chairman and loaded to the Website Jan.2 nd , 2008	M.S. 2 nd by P.G.	Unanimous
Exec Committee Report Outcomes - Financial Matters	Because of a change in the insurance plan provider the 7town council plans on handling the Insurance premium expenditure as follows: if it is over the 4 thousand 5 hundred dollar budget and less than 8 thousand dollars, CACSCC will pay the difference and bill the PEGS based on planned 75 % of \$4,500.	J.E. 2 nd by M.S.	Unanimous Everyone votes yes. We have a plan!

For reference: Here is the 3/2006 Motion on Insurance.

Accept a phase-in of premium payments by the pegs: year one (3/2006-07) CACSCC pays 100%; year two (3/2007-08) 50% [approx. \$300 per PEG]; year three (3/2008-09) CACSCC pays 25%[approx. \$450 per PEG]. Bill formulae: Premium/7 x %.

Exec Committee Report Outcomes - U-verse Matters	Cable Advisory Council is recommitting to the original intent of the franchise 60/40 formula for PEG subscriber payment as it is expected to be adopted for U-verse such that this commitment will be reevaluated after a 12 month period.	M.S. 2 nd by J.E.	Unanimous Everyone votes yes. We have a foundation for responding to inquiries.
Exec Committee Report Outcomes - U-verse Matters	Cable Advisory Council appoints S. Huizenga as representative to statewide video council and we request that she continue to seek clarification of interrelationships of councils references in the new law.	M.S. 2 nd by J.E.	Unanimous Chairman Huizenga appointed.
Exec Committee Report Outcomes - U-verse Matters	Cable Advisory Council concurs that lack of consensus is an issue and is best addressed by advocating for PEGS via ACM CT Chapter rather than unaffiliated CT PEG organization. CACSCC supports creating a CT ACM Chapter.	M.S. 2 nd by J.E.	Unanimous Supports ACM CT Chapter be created.

Description	
1	Informal segment of meeting: Chairman Huizenga asks if anyone has read the mail she sent today. General response is – more or less. While awaiting for advisors to arrive she shows a map of CT and the franchise areas to those in attendance. There was a quick review of key items to be discussed during meeting: DPUC Reporting & Docket updates, U-verse, Insurance effective March 2008 reapplication required, CACSCC future role
2	The Correspondence Log on website is not up-to-date. Highlights from correspondence since Oct Meeting are listed by type

	<p>Key customer issues: advertising TV volume, cables available at Customer Service Center, Madison resident getting Guilford PEG, DTV conversion confusion.</p> <p>PEG: Docket information from company & DPUC on FCC filing, franchise changes, ATT Funding, and concerns expressed by NHTV, GCTV & Branford , Funding check delivery</p> <p>MAIL FROM COMCAST</p> <ul style="list-style-type: none"> • Annual Funding Check received Jan 24th – This year’s check had correct payee. • Received a price adjustment memo on the Dec 20th with a schedule of rate changes • Application of Comcast for certification for Branford area on Dec 3rd • Programming changes Nov 16th • Programming changes Nov 2nd • DPUC review of forms 1240 and 1205 Chairman Huizenga regulatory filing Oct 31 <p>FROM Others</p> <ul style="list-style-type: none"> • A request from DPUC to file CACSCC 2007 Annual Report • A proposal from CTV New Haven Community TV suggesting reform of PEG funding and recommending a flat fee plan <p>FROM CUSTOMERS - complaints read aloud by Chairman</p> <p>Guilford resident who had issues at customer service center in North Branford Jan 4th then went back on 15th and got totally different response. Chairman Huizenga reads letter out loud (its all about not getting cables –see next steps).</p> <p>No. Branford resident reports excessive loud commercials. John Elliott who had reported same issue in about 6 months ago says this problem has lessened but is still an issue esp. with Very local advertisers that seem to be misaligned audio wise. Comcast representative says they will monitor the volume fluctuations – see next steps. Comment: This is a reoccurring complaint.</p> <p>Letter from a Madison resident who lives on town line Comcast is still looking into it. Comcast is waiting for outcome of property tax review as all other considerations have this residence in Guilford. Complaint goes back all the way to when AT&T was franchise holder.</p> <p>Hamden Resident Letter: What’s going to happen when 70 thousand sets go black with DTV? Asks Comcast what “contact your company” in government PSAs on this topic means. REPLY: If a customer already has cable TV service there is no change. There is literally no change for cable subscribers. Only rabbit ears TV antennae will be impacted. Chairman provided letter to J.B. of Comcast for customer follow-up.</p>
3	<p>Last official Meeting was August. No revisions or comments were received after minutes were posted for review o the website. The chairman reviewed the following: No quorum at meetings in Sept and Oct. Cancelled meeting in Nov. We don’t meet in Dec. Chairman read excerpts of Aug minutes including who was in attendance (J.E., B.B., J.L., P.G., K.D., M.B., S.H. B.D.) The August Meeting was in Branford and included review of Annual Budget, confirmation of Meeting schedule for 2008, and Comcast Report.</p>
4	<p>a. Chairman presented the DPUC Report by reading Highlights and reference that year-end finance section was developed with support from the Treasurer to put into DPUC Format. a. Treasurer: Yearend Reporting, Insurance Pay plan Discussion, Annual Comcast underwriting status, iGive check expected b. Chairman Updates on Special Topics: Council Vacancies, PA 07-0253, U-verse Advisory Council appt request and action taken, \$ expected in March, CTN U-verse will not be installed as General Assembly Session begins. Installation in process, CTN Capitol Report.</p> <p>Report From Treasurer: There has not been much transaction activity since last report. There were no expenditures since Nov when the Loan from chairwoman was paid off and CD was renewed after transitioning funds for projected March Insurance Payment. The Total predicted surplus not including COMCAST check rec’d today is 19 thousand dollars. A report was not send</p>

out before the meeting but will be available for Next Meeting: March. Exec Committee agreed that Quarterly Reporting is all that is required. Monthly which were being provided is above and beyond what is needed. The Chairman deposit late payment for insurance from Totoket TV – jan 12th. As part of this deposit experience materials have been acquired to enable deposits by Mail to avoid delays in the future. CACSCC is expecting a check from igive for 30 dollars and 1 cent.

Insurance payment plan discussion:

The insurer has changed hands and will not renew our insurance unless we reapply. They are not guaranteeing the rate of our policy. We have until March 1st. A 15 page application document must be completed. The rate that each of the town PEGs are paying is increasing this year to 75%.

Treasurer explains we pulled 6 thousand dollars out of the CD to pay for such expenses from the checking account. Treasurer and Chairman Huizenga then explain the insurance is for PEG Broadcaster Errors & Omissions approved to be administered with graduated payment process. The original motion providing guidelines for this process will be part of this meeting record. What if the rate does go up? We are not meeting in feb and this is due march 1st
Do we automatically assume the difference within a certain range or decide to not go forward based on a certain range?

Open for discussion.

Totoket TV comments: He is concerned that if we slip the dates that we could wind up without an umbrella. Is ok to develop a payment plan .as long as it doesn't double, which would send us looking for different insurance for 2009.

GCTV echoes this point: A 40 or 50 % increase would cause him to not recommend a renewal and to shop different policies.

Treasurer: If it doubles to 8 thousand it ceases to be practical or affordable to us.

Chairman: reminded all that 2006 application process showed that premium is not predictable and other options are limited and recommended a motion for a plan of action based on certain criteria that we can agree on from this discussion.

>>>>See Motions and Next Steps.

U-verse and PA 07-023 Discussion

Chairman asks What do we know about our communities and the deployment of U-verse?

U-verse PEG monies will be paid retro to 01/2007 and payment is t be made in March 2008 based on current franchise payment plans.

Discussion includes poll of those resent about U-verse marketing in the 7 Towns.

U-verse is in East Haven – Roger received offer last week. Guilford has been receiving U-verse mailings for 3 to 4 weeks. No marketing mail in No. Branford at this time. Wallingford has had installations for over 1 year. Branford – unclear. Madison & NH not represented.

How will PEG monies work discussion?

Current entities receiving monies will get U-verse dollars. A review of our 60/40 formulae.

MS: The communities that have U-verse have been getting less money from Comcast since it was deployed. Also letters demanding funds for education was received referencing law.

>>>See Next Steps.

Comcast: Whatever formula is in place has to be the formula followed by AT&T.

Chairman: The existing formulae was negotiated by this council in franchise negotiations because

small stations need a minimum budget to survive. However, the franchise no longer exists so the commitment is a handshake with the franchise precedence. Right now the assumption is that because Wallingford started having activity in 2006 even though some town have 0 u-verse subscribers – that every PEG in 7 Towns will get a check based on the retro payment.

J.O. to the Chairman: Are you expecting to be asked about the method of reimbursement? Yes

Motion requested by Chairman that could establish our understanding and position on this matter. >>>> See motions.

PA 07-0253

Summary presented by Chairman: New law establishes a state wide video advisory council for AT&T that needs an appointment from CACSCC. The law references a statewide council with different configurations, allows cable companies to apply for different franchise arrangement within 30 days of video provider competition that dissolves our current franchise agreement (done by Comcast for Branford Area) and requires only 3 PEG stations per franchise which is the federal guidelines. E-mail notice of this impact was sent to CTfauxACM List by Chairman Huizenga on 12.20.07. There has been subsequent correspondence on this matter inclusive of letter to DPUC from NHTV with response from Comcast attorney's and DPUC response to Vernon Council Chairman that confirm substantive and unexpected changes in legal commitment to PEG.

A meeting with key legislators is in planning stages under leadership of W. Mann. Purpose is to review concerns with law and to formulate a corrective action plan.

February date TBD /NHTV location. Approved recording Sect'y expense for this meeting.

Concern: How to we get to Consensus. Should this be done before or during meeting. Statewide attendees welcome.

M.B. asks about a "capital fund" that PEGs can dip into for equipment purchases.

Reply: There is an education and municipal trust fund – the municipal is for PEGs – these trust are to be administered by Office of Policy Management and Dept. of Revenue Services. Apply with a grant process. This is a new tax on video & cable.

How do we proceed with appointee from this council to video advisory councils

Chairman Huizenga – defacto – becomes the appointee until the time we have clarification based on Exec. Committee action. Should this be reaffirmed? What about New council, purpose and roles? >>>> See motions.

5 4th Qtr Payments sent to PEG stations distributed this week.

REMINDER: PEG Annual reports due to **DPUC Feb 15th!**

Identified some dockets remain open: Trust funds and Annual funding review – CPI index. The current expectation is a change in sub rate was docket about lower than 2%. Also mention that U-verse boxes submitted by 3 major cities. Still open. Some boxes in the public rights of way have exploded and statement have been made by ATT about battery replacement as corrective action.

Discussion: Comcast confirmed that franchise agreement no longer in place but that Comcast will continue to operate as is as demonstrated by the distribution of 4th qtr checks and letter filed in response to NHTV DPUC question by attorneys. .

Commitment quote: *4th Qtr checks show Comcast is operating under agreement.*

Without franchising what does the role of cable advisory become? All of the things in our franchise agreement are no longer an obligation for Comcast – just a commitment until they decide to change their minds. What is it that an advisory council role at this point in time. There is no written

	contract – nothing to negotiate. Do we want to publicly acknowledge the commitment made by Comcast? Can we get beyond Good Will? >>>> See Next Steps # 7
6	<ul style="list-style-type: none"> a. Letters sent to BOE USPS mail in November about Advisor Vacancies and candidate qualifications b. E-mail sent today via e-mail to mayors/selectmen c. CTN CEO was asked if Capitol Report could be available by download for local Government channels to rebroadcast with timeliness considerations.
7	<p>East Haven: New mayor wants E-TV to run the government channel. Some changes are in place now. ETV is using their staff person to operate the government channel. They are going to negotiate a lease with the town for a small room where everything for the channel is located so that they have legal authority over the space it is located in. They are going to be filling a special small part time job for an assistant to help run the government channel. They have ordered some new equipment to install there for ease of Community Bulletin board support.</p> <p>Relocation of station research underway due to purchase of their current building for building a Walgreens ETV has time left on their lease but they are the last tenants in the building and have been actively looking for 6 months for new space. COMCAST has been asked for return-line surveys and needs to stay in timely communication with ETV to support relocation. Minimum 30 days notice to move modulator/install return lines - 10 thousand dollar price tag.</p> <p>A promising location - in negotiations for a 1200 dollar a month lease without utilities for a reasonable size space – 400 Coe Ave (corner of Coe and Silver Sands down the road from right aide)</p> <p>Guilford: just renegotiated 3 year lease. 1000 programs aired this year. Shot & scheduled a program on all the greys about U-verse and the future of Public Access and confirming th AT&T. Currently does not have public access.</p> <p>Branford: no report.</p> <p>North Branford: doing well. Desperately need additional videographers. Period of time where not fully performing – no longer running church services 4 hrs a day. Seriously looking to add the classic arts stuff. no porn! 2 final cut systems in pretty heavy use. Few more pages of manual and we will have toaster baptized and living a full life once again.</p> <p>Madison: no representative.</p> <p>Wallingford: we are looking at purchasing a building and doing a renovation project. Need to come up with a tenure plan. Building demolition issue – trying to figure out how we can fit into the space if not demolished. Program review being created – establishing basic needs. How to relocate and create a more ideal space. We have also had some violations of commercial policy by ex board members. (John Sullivan) ETV relocation/Returnlines, WPAA long-range relocation activity & Commercial Use Policy issues, Mission Statement development adoption meeting planned d for next Wed. to be in better position to seek alternate sources of funding.</p>
8	Take opportunity to connect with each other as we adjourn i.e. JP & JO. Thanks to MB for hosting.

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

	Description	Assigned To	Due Date
1	Confirm that all Local stations received their 4 th qtr check and determine if method of receipt was as expected. Provide a list of stations, contacts and method of delivery to Comcast based on this review.	Susan	Before next qtr payment
2	Customer Issue Follow-up: What is Comcast policy about installation HDMI cables? Are cables to be expected to be provided for installations with HDM Box? Clarification of policy requested of Comcast.	John Bairos	ASAP
2	Add to FAQ on website when answer is received about Comcast policy about installation HDMI cables? Also add DTV information.	Chairman	ASAP
3	Insurance application completion. Identify information needed from each PEG and deadline. Request info from all PEGS with notice of maximum amount to be billed: \$483.	Chairman	By Monthend
4	Contact leadership of each PEG to help with communication about insurance. Reinforce follow-up to get timely responses. Discuss any concerns about payment plan.	Advisors	After email sent by Chairman to PEGS
5	Bill statement to PEGs for Insurance.	Treasurer	after premium confirmed
6	Letters related to PA 07-023 should be referred to CACSCC for reply. ETV has letter on trust fund that should be referred.	Marie Saddig	ASAP
7	Letter to Comcast about the commitment stated at this meeting and in reply to NHTV to existing franchise	Chairman	ASAP
8	PEG STATIONS must file Annual Report to DPUC	PEG	2.15.08