



Date: **04/22/10**  
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **No Branford TV**  
 Call to Order **7:18 PM** Adjourn **9:18 PM Motioned by Joel**  
**Seconded by All**  
 Roll Call **6 towns/entities, represented by 15 Members** [Quorum Metrics: 4 Towns, 7 Members]

| # | Attendees                           | Town            | ✓ | #  | Attendees             | Area  | ✓ |
|---|-------------------------------------|-----------------|---|----|-----------------------|---|---|
| 1 | John Elliott                        | Branford        | ✓ | 9  | Mark Minotti          | North Haven   |   |
| 2 | Peter Hugret                        | Branford        | ✓ | 10 | Merrill Yelenak       | North Haven   | ✓ |
|   | Pete Lombard ***                    | Branford        | N |    |                       | North Haven   |   |
| 3 | Chad Roy                            | Branford BOE    | ✓ |    |                       | North Haven BOE   |   |
| 4 | Marie Saddig                        | East Haven      | ✓ | 11 | Mary Bigelow          | North Branford  | ✓ |
| 5 | Bill Golambiski<br>(aka) Bill Biski | East Haven      | ✓ | 12 | Joseph Tenczar        | North Branford BOE  | ✓ |
| 6 | Frances Foley                       | East Haven      | ✓ | 13 | Joanne Wentworth      | North Branford  | ✓ |
|   |                                     | East Haven BOE  |   | 14 | Susan Huizenga        | Wallingford   | ✓ |
| 7 | Joel Parker                         | Guilford        | ✓ |    |                       | Wallingford -Library                                      |   |
| 8 | Pete Garofalo                       | Guilford        | ✓ | 15 | Tom Dacey             | Wallingford   | ✓ |
|   |                                     | Guilford        |   |    |                       | Wallingford BOE   |   |
|   |                                     | Guilford BOE    |   |    | North Branford        | Several Members of<br>NBPAG Board (I did not<br>get list) | G |
|   |                                     | Madison         |   |    | Wallingford -customer | John Wier   | G |
|   |                                     | Madison         |   |    |                       |   | G |
|   |                                     | Madison BOE     |   |    |                       |   | G |
|   | John Bairos                         | Company-COMCAST | ✓ |    |                       |   | G |

Legend: ✓ attend, R regrets, N No Status, P proxy provided, G Guest

Note: Green text shows new member. Gray shows guests

\*\*\* No longer eligible to serve per bylaws rules on attendance and notice.

----- Agenda Topics -----

|   | Subject  | Lead                            | In Brief  |
|---|--|---------------------------------|---|
| 1 | Roll Call / Welcome<br>Public Comments                   | Chairman<br>Site Representative | Welcome new member, Welcome fromsite, Wallingford<br>customer Q/A       |
| 2 | Log of Correspondence                                    | Chairman                        | Chairman Updates  |
| 3 | Review / Accept Minutes                                  | Advisors                        | Technical amendments  |
| 4 | Executive Committee Report                               | S.H.                            | Advisor List Updates, ACM Membership                                    |
| 5 | Comcast Report   | J. Bairos                       | Update on Customer Issue, Technical Meeting Follow-up<br>Company offer  |
| 6 | Deferred / Old Business (Including<br>Committee Reports) | Advisors                        | Annual Meeting, Nominations, Action Items,<br>Commercial Use resolution |
| 7 | New Business / Town Reports                              | Advisors                        | Transition Plan   |
| 8 | Public Comments & Adjournment                            |                                 | Motion by Joel, Seconded by All   |

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

| Description |   |
|-------------|---|
| 1           | Roll Call / Welcome/Public Comments<br>a. New Production mgr. ---ETV Introduced (can someone please provide name<br><br>John Wier – Wallingford Customer. Wanted to know why MLB is not available in sport package as advertised for channel 267 and the status of Extra Inning the Pay Service. Reported asking cable staff on trucks, calling 1-800-comcast and always getting different answers. Company confirmed that there are several reasons inclusive of territorial right & capacity in process. Comcast is actively pursuing and channel programming line-up is done with 30 day notice to customers. Very aware of subscriber interest in this channel. |
| 2           | Log of Correspondence<br>a. Bank Statements – Guilford Bank<br>b. BCTV Open House invite for 4.11.2010<br>c. Annual Reports received– Madison, WPAA   |

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|----|--|
|    | <ul style="list-style-type: none"> <li>d. Annual reports still outstanding correspondence – Totoket-No Branford</li> <li>e. Rec'd GCTV opposition to 60/40</li> <li>f. Rec'd GCTV inquiries on Insurance Coverage --- and possible plan for future management</li> <li>g. Submitted cacsc letter on Docket 10-03-02 (Handled DPUC inquiry about multiple look alike filings form CACSCC)</li> <li>h. ACM Membership renewal paid and CT contribution confirmed rec'd</li> <li>i. ACM NE election, Newsletter, CAPS act notices</li> <li>j. Comcast – Confirmation that No Branford Customer service location will be available to host 60/40 community meeting</li> <li>k. Distributed member list draft and noted exp dates in relation to 2008 resolution --</li> <li>l. Resignation letters Huizenga, Smith, letter of intent Foley</li> <li>m. Transition list distributed</li> <li>n. Docket 10-03-02 legislator correspondence</li> <li>o. Rec'd copy of Wallingford request for company facilitated meeting on 60/40</li> <li>p. Several incorrectly addressed items were returned to Postmaster.</li> <li>q. Classic Arts Summer schedule process initiated.</li> </ul>  |
| 3  | Minutes: Distribution is via Website. Corrections 2/2010 minutes approved last meeting and 6 town present.   |
| 4  | <p>Executive Report:</p> <ul style="list-style-type: none"> <li>a. No Treasures Report. Transactions limited to what was approved at last meeting.</li> <li>b. Recording Secretary absent tonight. This will save organization \$90. (note – she had incorrectly scheduled for following Thursday and plans to be at May Meeting.)</li> <li>c. Advisor list activity. Tried to assess advisor Terms. J. P. will pursue reappointment. J. T. will get end date clarified as will M.M.</li> </ul> <p>Discussion: Most recent members not on most recent correspondence. As the organization does not have staff, and appointment letters absent contact information were rec'd at the last meeting in which secretary was not present all administrative tasks related to emails etc were not updated. Distributions had the note that the list was not inclusive all new members and to distribute further. All new advisors were asked to provide contact info in writing at the last meeting and in the publicly posted minutes. Each advisor is responsible for reviewing minutes and handling related tasks. This was not done by all.</p> <p>The task related to Annual Highlights by Town was identified as still open except for Guilford and Wallingford.</p> |
| 5  | <ul style="list-style-type: none"> <li>a. Report Branford Customer Care Item from last months correspondence resolved with customer credit. Branford. Channel line-up changes such as WHPX added to Basic and MoviePlex moving from Digital Starter to Preferred in process for June 1. Centrix added to non-sports tier.</li> <li>b. In Q &amp; A: Confirmed HD outlet as no charge will take effect 4.24.2010.</li> <li>c. Reported on participation in DPUC Technical Meeting and that commissioner summarized 3 options. Based on the suggestion to meet locally made by the Commissioner and the request from Wallingford the company agreed to facilitate a 'community' meeting.</li> <li>d. There was no customer mail to review or transfer to Comcast for follow-up.</li> </ul>   |
| 6  | <ul style="list-style-type: none"> <li>a. F. F. reported that the FOI Training is scheduled in East Haven and she has tentative permission to video tape. 3rd Saturday of the month from 11:00am to 1:00pm at the Hagaman Memorial <i>Library</i>.</li> <li>b. Annual Meeting-C. R. agreed to help with content. M. B. suggested meeting be moved to Branford. The fallback plan for was not changed. Date would be swapped with East Haven if WPAA is not ready for June 24<sup>t</sup></li> <li>c. Nominations report: Process confirmed as Nominations reported at May Meeting. J.E. Asked that interested parties contact him. There was improper open discussion of nominations business that was redirected to be as follows: members interested in leadership positions are to contact J.E. directly by phone or mail and he will call a meeting of nominations committee (W.B. &amp; J,W) to prepare for May Meeting.</li> </ul>   |
| 7a | <p>Plan for Transition Items</p> <p>Website:<br/>ACM section is being transitioned to <a href="http://ctacm.org/">http://ctacm.org/</a></p> <p>Options:<br/>1. Responsibilities need to be transitioned to another cacsc member<br/>2. Contract support out: Approximately 10 hrs a week, varies with commitment to content</p>  |

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|   | <p>and local changes. Discussion: no longer support local PEGS use as share service beyond high level contact info. Wallingford to be notified.</p> <p>3. Change to non-maintained status – brochure like. Down-Size materials.<br/>A concurrent plan for meeting schedule and minutes will be needed.<br/>Note: Recording Secretary currently provides rough notes and the minutes are then updated for clarity as many topics discussed may need clarification. (Review and modify approx. same length of time as actual meeting)</p> <p>Annual Processes:<br/>Broadcasters Insurance re-application: For March 1 (Guilford volunteer may be willing to handle all of this including Bill preparation to PEGS if GCTV portion of bill is waived.)<br/>ACM Membership: For April 1<br/>State of CT Corporation paper work and fees.<br/>Website renewal: Payment process – credit card on file. Currently that of chairman.<br/>PO Box Renewal:<br/>Classic Arts Summer Schedule: Start May 15 and resolve before school year ends.<br/>Notice went to PEGS and some Ed Channel contacts today for July 1 to Aug. 24th 2010 schedule.<br/>Annual Meeting Education Program/Comcast Router Support:</p> <p>Miscellaneous:<br/>Clerical Duties like member list maintenance, email distribution maintenance.<br/>PO Box pick-up.<br/>Handling misdirected mail.<br/>Handling general correspondence, listserv, newsletters<br/>Organization files: Previously with ETV. Currently with WPAA and inn storage awaiting move. At this time except for current files equal to a 2 draw file cabinet, at chairman's home. File not owned by CACSCC.<br/>Bank Accounts: Signature resolution will be needed.<br/>Award preparation – graphics to be part of transition. Status of materials determined.</p> |
| 8 | <p>Public Comments:<br/>Steve – thanked and appreciated the council's agreement about 60/40<br/>Next Meeting at Totoket TV</p>   |

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

| Business | Motion   | By   | Vote   |
|----------|--|--|--|
| Old      | Motion to adopt March 2010 Minutes as amended.   | Joel Parker<br>2 <sup>nd</sup> Tom Dacey             | PASS<br>Unanimous (based on those present at the last meeting) |
| Old      | Mr. Lombard is be notified of his status as non-member and concurrently notify appointing body – Town of Branford 1 <sup>st</sup> selectman.<br><br>Discussion: The rules are the rules. Three unexplained absences – no longer a member. He has had more than 3   | J.P. -<br>amended by<br>M.B.<br>2 <sup>nd</sup> T.D. | PASS<br>Unanimous  |
| Old      | Move to Table and remove section (shown below) within Commercial Use Resolution as it is incomplete in presentation and not critical to guidelines as a whole.<br><i>That notice of complaints to CACSCC on Community Access matters be handled with the following considerations.</i><br><br>1) <i>distribute all original complaints to all advisors (should all access centers be included)</i> | J.W.<br>2 <sup>nd</sup> M.B.                         | PASS<br>Unanimous  |

|     |  |                              |   |
|-----|--|------------------------------|---|
|     | <i>That notice of complaints by CACSCC Advisors on Community Access matters be handled with the following considerations.</i>  |                              |   |
| Old | <p>Move to adopt balance of Commercial Use Resolution excluding portion tabled as submitted by committee.</p> <p>Discussion:<br/>Some wished to acknowledge the efforts of the committee (P.H., J.P., C.R., S.H) for this work on guidelines. Some wished to reiterate that guidelines are advisory only and no town is obligated to adopt.<br/>Chairman comment: these documents establish that the business of Community Access is non-commercial and that local application is within the means of each organization. The seven towns are not requires to take any action, nor to adopt identical policies. Reference to specific towns in discussion was reaffirmed to be informing &amp; insightful as there are several New Advisors who had not participated in the committee nor the several hours of case review done by council as appointed in 2.2010. Knowing of the hot spots in each town can help in their local advisory capacity. There seemed to be a predisposition that statements of fact were maligning.</p> | F.F.<br>2 <sup>nd</sup> M.S. | PASS<br>7 Yes<br>6 Abstain                    |
| New | <p>Accepting resignations has written from T. Smith and S. Huizenga.</p> <p>Discussion: Clarified that bylaws do not require motion however the motion was to make specific acknowledgment of effective dates.</p>   | J.P.<br>2 <sup>nd</sup> P.G  | PASS<br>3 Abstain (J.W., M.M., M.S)           |
| New | <p>That CACSCC decline offer made by Comcast for a facilitated meeting and to allow DPUC to make final decision on 60/40.</p> <p>Discussion. Statement by MM. There was a unanimous decision by this body therefore nothing to discuss.<br/>Others: Legislators have written in support of 60/40, felt there was consensus except for Wallingford that 60/40 should remain untouched.<br/>Chairman: Meeting was strongly encouraged by DPUC commissioner. That the clarification was made that much of the franchise agreement does not remain binding. And that the vote was not unanimous and the actual tally was provided to DPUC.</p>   | M. M.<br>2nd J. T            | PASS<br>4 – No<br>13 present at time of vote. |
| New | Retain current PO Box for one more year and review changes for convenience of new leadership at future date.   | M.S.<br>2 <sup>nd</sup> P.G  | PASS<br>Unanimous                             |
| New | Accept ACM-NE Nomination of Marie Saddig for leadership award as nomination for CACSCC Sustaining Community Access Excellence Award.   | F.F.<br>2 <sup>nd</sup> P.G  | PASS<br>Unanimous                             |
| New | <p>Executive Committee is handle the transition items per their current roles.</p> <p>Discussion: During Nominating Committee Report M.M. began reading a letter referencing admin tasks &amp; details like passwords, etc. to be handled by a Ad Hoc Transition committee. This was call out-of-order and new business matter. Point of clarification on review of by-laws sought. New members were shown were by-laws can be found on 7TownTV.org when wireless was graciously made available by Totoket for Commercial Use Document Review</p>  | M.S.<br>2 <sup>nd</sup> F.F  | PASS<br>3 Abstain                             |

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

Completed items from March list are removed from this list. Numbers are not changed.

|    | Description  | Assigned To                    | Due Date                                  |
|----|--|--------------------------------|---|
| 1a | Local Advisors to remind PEGS that Annual Report was due 2.15.2010 and if they have not filed an extension should be requested based reported status.  | No. Branford                   | Immediately                               |
| 1b | Advisor Highlight items for website still pending from many. UPD Discussed removing Highlights from 7TownTV.org. Decision to retain.: retain item.   | All but Guilford & Wallingford | Immediately                               |
| 3  | Details to be sent to Chairman regarding Branford's Open House for addition to 7TownTV.org Website: Done – needs to be removed.  | Webmaster                      |   |
| 4  | Correspond with PEGS on outcome of motion New 09_02: Policy Admin_WPAA<br>UPD:   | Secretary Marie                | Carry Forward                             |
| 5  | Correspond with PEGS about websites use of Comcast & SVC logo – forbidden. Further clarification pending from ATT<br>UPD:  | Secretary Marie                | Carry Forward                             |
| 6  | Public Charities and non-profit filing guidance to be defined for PEGS<br>UPD:   | Secretary Marie                | Carry Forward                             |
| 7  | Put link on homepage to new Viewer section of site. Include information on sponsoring programs. Advisors should know that there are the Internet downloadable shows available for local sponsor<br>UPD: rebuild pending commercial use resolution status     | Chairman                       | Next Week                                 |
| 9  | Council to learn more about FOI to reply to BCTV case submitter and get trained. Training to be videotaped and made available to all Towns as a Government Program<br>UPD: ETV library may 26 <sup>th</sup> . Open to public. Permission at time of meeting. | Fran                           | FOI info gathered by Fran. Letter pending |
| 12 | Outcome of 10_01: Government TV_BCTV – respond to Mr. Cooke.<br>UPD: Materials provided by F.F. need to be prepared in letter by Chairman  | Exec Committee/Frances Foley   | After FOI Researched                      |
| 14 | Review Minutes for Accuracy & completeness. Submit changes if applicable to <a href="mailto:chairman@7Towntv.org">chairman@7Towntv.org</a> .<br>UPD:   | ALL                            | Before Next Meeting                       |
| 15 | Review Contact info for accuracy & completeness. Submit changes if applicable to <a href="mailto:chairman@7Towntv.org">chairman@7Towntv.org</a> .<br>UPD: includes term end dates and related action   | ALL                            | Before Next Meeting                       |
| 16 | Prepare Transition plan inclusive of St. of CT Filing, P.O.Box payment for 1 more year such that M.S. will be custodian of material between May And June Meeting   | S.H, M.S., P.G                 | For May Meeting                           |