



BEDFORD CABLE TELEVISION COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of February 7, 2013

- 1) The meeting was called to order at 7:32 P.M. Jim Shea (JS), Alicia Tillman (AT) and Jeff Whitley (JW) were present. The meeting took place in the second floor conference room in Bedford Town Hall. There were no audience members at the start of the meeting. Scott Counsell (SC) joined the committee members at 7:42 P.M.
- 2) a-e) JS provided a Handout “Renewal Outline 2/07/13” explaining the federal and state statutes on license renewal. JS also explained the informal vs. formal process of license renewal. JS discussed the benchmarks needed to complete the Formal process, including receipt of 626 in March 2011; Ascertainment completed NLT Oct. 2013, six months before March 2014 expiration date, and Public hearings scheduled on April 25th, 2013. Comcast did agree to attend the April 25th meeting. Key Point-Cable Operator may not submit a RFP until Ascertainment is complete. JS walked thru Timeline for next year on handout. Committee members will review the current license prior to March meeting, as well as begin to sort and analyze survey results. JS spoke with Concord and Lexington cable committee chairs to evaluate their interactions with Comcast. Concord chair mentioned they spoke with Comcast in December and hasn’t since that date. Comcast representative, Timothy Kelly, has hands full with multiple municipality license renewals. Lexington has not yet started their renewal process. JS provided fellow committee members a side-by-side comparison between Lexington, Concord, and Bedford in relation to Comcast services.

Questions: SC inquired regarding where in the timeline process would BCTC bring in legal counsel if needed. JS explained that he spoke with Town Counsel suggested that the TOB try to work the informal process with cable operator as much as possible. Town Counsel recommended legal counsel William August, at local law firm for potential consultation as needed.

SC asked if TOB legal counsel would participate in renewal process. JS stated that most likely not and questions would be referred to Mr. William August if needed.

AT asked if certain areas in Comcast License should have more scrutiny. JS suggested becoming familiar with overall structure of contract.

- 3) Comcast Rate changes 1/22/13, fixed capital is recalculated in January increased 23.8%.
- 4) Cable television Financials, received payment for cable channel change. PEG access capital account expects invoices from BCAT. No disbursements made from the Cable related technology. There was no updated information received from BCAT.
 - a) Handout “Support Payments Paid to BCAT, Inc. for PEG access Services thru 1/1/7/13
 - b) Handout copy of Comcast check made out to BCAT for \$946.42

- 5) Status of PEG reports
 - a) 2012 Annual Plan: JS and AT recapped the discussion from 1/3/13, where it was discussed that this plan is a contractual requirement. It has not been submitted
 - b) 2012 Annual Report and publication of the 2012 Annual Report-ED of BCAT stated should be submitted mid February 13
 - c) 2013 Annual Plan and Report-ED of BCAT stated Mid-February 13
 - d) Equipment and Furnishings in the possession of the contractor (7/01/12)-JS reviewed the previous meetings status; there has been no change.
 - e) Meeting minutes-TOB Manager stated to JS that there have not been any BCAT minutes submitted to TOB. JS & AT reviewed the notes from previous meeting. There has been no change to status of minutes nor does BCTC or TOB have copies of the meeting minutes.
 - f) Notification of Insurance Coverage: JS, AT, & SC reviewed minutes form 1/3/13, still no change to action items in meeting notes.
- 6) Review of Draft minutes from 1/3/13-meeting minutes are reviewed and approved. SC makes the motion to approve the minutes with three corrections, JW seconded that motion 3-0-1
- 7) Miscellaneous business: review of D.T.C proposed rulemaking, billing and termination regulations. SC, JS, and JW discussed issue and SC stated he had no issues with handout. JS stated that the \$1600 hard drive was purchased and BCAT will invoice the capital account. SC, JW & JS agreed that this was an appropriate use of the capital funds in relation to the contract.
- 8) A motion was made to adjourn the meeting by JW, AT second the motion @9:08PM 4-0-0.

Submitted by,

Alicia Tillman
Clerk

Acronym Definition:
BCTC-Bedford Cable Television Committee
BCAT-Bedford Cable Access Television
BOD-Board of Directors
ED-Executive Director
TOB-Town of Bedford