



BEDFORD CABLE TELEVISION COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of March 7, 2013

- 1) The meeting was called to order at 7:34 P.M. Jim Shea (JS), Alicia Tillman (AT) and Scott Counsell (SC) were present. The meeting took place in the second floor conference room in Bedford Town Hall. There were two audience members at the start of the meeting, Mr. Tony Battaglia and Mr. William Moonan. Jeff Whitley (JW) joined the committee members at 7:42 P.M.
- 2) Comcast License Renewal
 - a) Handout “Survey Tabulation example, spreadsheet, and CD. JS explained how to apply the grading criteria for the survey tabulation. JS asked for completion of our allotment of surveys grading by end of March
 - b) JS stated Town Departments have not provided cable related needs as of this date, were asked to do so by time of town meeting in April.
 - c) Handout “Forecast of Future Capital Needs” JS stated BCAT provided future needs through 2018.
 - d) Public Hearing scheduled for 4/25/13 @ 7:30 PM. JS and SC discussed the process of public hearings and extension of ascertainment process
 - e) Bedford still in the informal process; need for formal process not required until Oct 13. TOB hired Mr. August to assist with renewal process.
 - f) Handout “Suggestions for contract revisions-Comcast License Renewal” & “ 7 suggested areas” JS recommended review contract and speak to suggestions as subject comes up. SC provided a comparison of the Verizon and Comcast licenses. The committee members reviewed and discussed the Comcast Renewal License and various areas for review, particularly Articles 4, 5, 6, 7 and 12.
- 3) Cable Television Financials
 - a) Handouts “Comcast/Verizon PEG payments”
 - b) Discussed possible avenues for gaining recurring reports from TM or establish a process to include BCTC in invoicing process
 - c) No changes
 - d) No change
- 4) Review of PEG access reports
 - a) 2012 annual report received Feb 15, 2013-BCTC reviewed report
 - b) 2013 Annual Plan and Budget received Feb 15, 2013-BCTC reviewed report, still need 2013 Budget

- c) Equipment and Furnishings in the possession of the contractor-received Feb 15, 2013-
BCTC reviewed report
- d) Meeting Minutes-Still no minutes provided
- e) Notification of insurance coverage-Mr. Moonan was assured verbally by the insurance
agency listed on the “certificate of Liability Insurance” submitted to BCTC on Feb 15,
2013 that this insurance letter meets all the contractual requirements for insurance.
- 5) Handout “Commonwealth of Massachusetts; Department of telecommunications and cable.”
- 6) Reminder for annual performance reviews in May, PEG operator and & cable providers,
committee agreed for May 16, 2013 hearing.
- 7) JS made motion to approve minutes, SC seconded motion 3-0-0
- 8) None
- 9) A motion was made to adjourn the meeting by SC, AT seconded the motion. The meeting
was adjourned at 9:56 P.M., 3-0-0

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