



BEDFORD CABLE TELEVISION COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of November 1, 2012

1. The meeting was called to order at 7:32 P.M. Jim Shea, Alicia Tillman, and Jeff Whiteley were present.
2. Alicia Tillman was elected Clerk for the evening, 3-0-0. A secondary election for clerk will occur when all four committee members are present.
3. Since this was the first meeting with most of the new members, each committee member introduced themselves to one another.
 - a. Jim Shea dispersed CDs to all members containing numerous CATV files to include contracts, licenses, rules of engagement, and duties and responsibilities, ref Article 27.
 - b. The committee meets first Thursday of month at 7:30 P.M. Mr. William Moonan is the liaison to the Selectmen.
4. Mr. Shea explained to the new committee members the status of financials with the Town of Bedford and BCAT. Mr. Shea passed out several handouts he was able to get from the Town Manager, Mr. Reed. The first of which was received on 26 June 12 and then again on 1 November 12.
 - a. There were two action items that Mr. Shea was going to take to bring additional clarification. The first being getting copies of checks received from Comcast and Verizon. The second was to have the Period of Performance added to the spreadsheets provided by Mr. Reed.
5. Mr. Shea presented draft goals and planning for the year ahead to discuss with the new committee members. The areas discussed included renewal process, ongoing business with Verizon and Comcast, PEG access contractor, annual performance reviews, and financials.
 - a. Mr. Shea distributed several documents to support the process and potential way ahead for the subject areas referenced above.
6. Jim Shea was elected as Chair for the Bedford Cable Committee, 3-0-0.
7. The draft minutes from 7/12/12 were reviewed and approved, 1-0-2
8. Jim Shea brought forward under miscellaneous business the request from BCAT the previous day for a pending purchase.
9. The motion was made for the meeting to adjourn at 9:45 P.M. 2-0-0.

Submitted by,

Alicia Tillman
Clerk