



## BEDFORD CABLE TELEVISION COMMITTEE

Town Hall • Bedford, Massachusetts 01730

### **Meeting of December 6, 2012**

1. The meeting was called to order at 7:32 P.M. Jim Shea, Alicia Tillman, Scott Counsell, and Jeff Whiteley was present. There were three attendees, Mr. William Moonan, Bedford Selectman, liaison to Bedford Cable Television Committee, Mr. Joe Serra (BCAT), and Mr. Cordes (BCAT) joined later in meeting. The meeting took place in the second floor conference room in Bedford Town Hall
2. Since all BCTC members were present a secondary election was held for clerk. Alicia Tillman was elected clerk, 3-0-1.
  - 3a. N/A
  - 3b. Peg Access Support-Town of Bedford is moving forward to purchase camcorder
    - a. Handout "Appropriations by Town of Bedford for PEG Access Equipment"
    - b. Handout "Support Payments to BCAT, Inc., for PEG Access Services"
  - 3c. N/A
  - 3d. Bedford Cable Access Television, Inc.
    - a. The Town of Bedford Manager, Mr. Reed, was receptive to BCTC keeping changes discussed at 11/01/12 meeting with the understanding that responsibility lies with BCTC to maintain spreadsheet. BCTC agrees.
    - b. New process proposed for BCAT in processing requests and invoices as follows:
      - i. BCAT to submit requests direct to BCTC
      - ii. BCTC would then recommend approval
      - iii. BCAT would submit invoice to BCTC
      - iv. BCTC would work with Town Manager to process invoice.

Questions/comments from audience:

Selectman William Moonan reiterated that BCAT uses best practices, three sources avoiding sole source. Also, that BCTC maintain open communication with BCAT and ensure correct terms are being used.

Scott Counsell asked if BCAT is getting estimates for purchases. Jim Shea validated Yes to Mr. Moonan and Mr. Counsell. Mr. Shea also reviewed purchase thresholds for BCAT, utilizing the purchase process via BCTC.

    - v. BCTC has still not received the 2013 Budget from BCAT. BCAT calendar runs 1 Jan- 31 Dec; while Town of Bedford fiscal calendar runs 1 Jul - 30 Jun

4a. Review of PEG access reports that are delinquent or incomplete: 2012 Annual Plan: ref 12.5 of contract-required annually for upcoming fiscal year.

4b. Equipment and Furnishings in the possession of the Contractor: due July 1 annually on at contract award date, ref section 10.1, vi of contract.

4c. Publication of the Annual Report: ref section 12.4 of contract -narrative format not published

4d. Meeting minutes: ref 12.2 of contract -Mr. Shea noted last time minutes were received from BCAT was November 2011. Mr. Joe Serra from BCAT indicated that meeting minutes were reviewed and submitted; Mr. Shea requested that the minutes be resubmitted. Mr. Serra indicated that BCAT Directors meeting is 4-5 times a year. Mr. Serra acknowledged this request.

4e. Notification of Insurance coverage: ref section 14.3 of contract -Mr. Shea noted that BCAT has not provided proof of insurance coverage. Mr. Moonan stated that perhaps the Town Manager, Mr. Reed, was POC. Mr. Shea stated that he was told Mr. Moonan should be the POC.

Questions/comments from audience:

Mr. Moonan again recommended that BCTC keep reaching out to BCAT for open communication and to provide assistance where they can. Mr. Shea stated to Mr. Moonan that BCTC reached out after the annual meeting to BCAT and Executive Director, BCAT declined any assistance from BCTC.

5. Capital appropriation request: Scott Counsell makes motion to support this purchase of proposed item (Handout "Thecus Network Attached Storage System 9TB") with recommendation to review what purchases to be made under capital accounts or operating accounts. Motion passed 4-0-0

Questions/comments from audience:

Mr. Moonan asked if residents submitted DVD could it still be broadcasted? Mr. Whiteley confirmed that Yes, this is still possible.

Mr. Shea recommends again meeting with BCAT, BCTC, and selectman liaison to define, clarify what, where, and how funds should be used and purchases be made. Mr. Moonan encourages BCTC recommendations to selectman in working with BCAT.

Mr. Cordes commented that contract clearly states what is Capital vs. Operating, ref Chapter 30B. Mr. Cordes also encourages new committee members to read contract for verification.

Mr. Cordes requests to be added to distribution of BCTC Agenda two days prior so that a BCAT member can attend to address BCAT concerns. Mr. Shea indicated that Agenda's are posted in Town Hall two days prior to meeting; however responded favorably to sending BCAT a copy of Agenda as requested by Mr. Cordes

6. Preparation of ascertainment study for Comcast Renewal License: Mr. Shea suggested writing the renewal license and begin information talks with Comcast with a public hearing in

March/April 2013. Mr. Counsell addressed the need to have a well-attended hearing to promote Town of Bedford negotiation power. Mr. Shea requests review of Handouts for Jan 13 meeting for approval and expedition out to Town of Bedford residents.

- a. Handout “Cable Television Ascertainment Survey- Draft”
- b. Handout “Town of Bedford –Town Department template –Draft”
- c. Two Courses of Action for the BCTC:
  - i. Send Survey out via Town of Bedford bulk postal permit, ref handout above
  - ii. Letter out to Town Departments, ref handout above

Questions/comments from audience:

Mr. Moonan inquired about legal assistance for negotiations, Mr. Shea said that Yes, the need for legal assistance has been addressed with the Town Manager.

Mr. Counsel discussed potential roles of legal assistance

7. Review of Draft minutes from 11/01/12 meeting: Ms. Tillman to finalize minutes on proper letterhead. Minutes will be ready for approval by Jan 13 meeting.

8a. Verizon Video channel notice, 11/19/12

- a. Handout “Dear Municipal Official”

8b. Government access, cablecasting of Selectman’s meeting: Mr. Cordes provided letter to Selectmen how to broadcast meetings-Mr. Moonan requested basic set up. BCAT recommend wall mount camera, view only of Selectman with existing technology. Mr. Reed validated with facilities and expected to be approved on 12/10/12 at Selectman meeting.

8c. Other: Handout “Town of Lexington”

9. The meeting was adjourned at 10:02p.m with a motion made by Mr. Whiteley and seconded by Ms. Tillman, with a vote of 4-0-0

Submitted by,

Alicia Tillman  
Clerk

Acronym Definition:

BCTC-Bedford Cable Television Committee

BCAT-Bedford Cable Access Television