

# **DRAFT MINUTES**

## **CATV Advisory Committee Minutes February 17, 2011**

Place: Nowak Room, Town Offices  
Time: 5:45 p.m.

Present: Don Clement, Sam Bruno, Jim Fellows, Candance Hoene  
Absent: Hope Godino, Herb Moyer  
Staff: Russell Dean, Andy Swanson

The committee reviewed the minutes of January 6<sup>th</sup>. Jim Fellows moved approval of the January 6, 2011 minutes. Candance Hoene seconded. Motion carried.

The Town Manager reviewed the senior discount program under the new contract. This goes into effect 6 months after the signing of the new contract and therefore would be effective in April of this year. The discount is \$2.00 off the monthly bill for the least costly service. Proof of residency has to be shown; the discount applies to those over 65 and disabled, low-income people who meet guidelines.

Selectman Quandt arrived at 6 p.m. from a Concord legislative session. Sam Bruno reviewed the origination points and the upgrades Comcast was to do at no cost to the subscribers. Who would be the Comcast contact for this work? The Town Manager indicated they would get a name from Comcast and forward it to JBC and the committee. Some discussion then took place over the headend issues and modulators at the Lincoln Street school and SST.

Sam then gave the E-channel update. The Superintendent and Town Manager should work out a Memorandum of Understanding regarding public access at the High School. Everyone associated with the schools including the co-op board and the Superintendent are excited about getting the e-channel on the air.

Sam then reviewed the very detailed proposals from equipment vendors. Access A/V, Great Northern Video/Rule, and SSG voice video and data all submitted. Each was somewhat unique in its approach based on needs. A big issue was deciding on a Tightrope broadcast server with RAID 5 storage. The broadcast server is still an issue the group is struggling with. Switching equipment is less important than the broadcast server. The bids will be re-reviewed and finalized during the March meeting.

The Town Manager reviewed the draft MOU with Comcast. The Town is working to establish the percentage franchise fee due from April through December. The Town thinks it should be around 2.75% to level out at 3 percent for the period from the start of the contract through December 31<sup>st</sup>. The 4 percent will be delayed until January 2012. Some discussion ensued with questions from Jim Knight, Frank Ferraro and Renee O'Barton regarding Comcast's response to the fee issues.

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Sam established that the committee needed to meet again on March 24<sup>th</sup> to finalize the equipment bids and set up for the channels. This would be a critical meeting for vendor launch, etc..

Sam Bruno motioned to adjourn, seconded by Jim Fellows. Unanimous vote to adjourn at 6:50 p.m.

Respectfully submitted,

Russell Dean  
Town Manager