

## *Groton Cable Advisory Committee*

### *Minutes*

*Saturday, January 11, 2014*

The meeting called to order at 10:04am in the Groton Channel Studio, located in the lower level of the Groton- Dunstable Regional High School. Members who attended the meeting were: Chairman Dave Melpignano, Janet Sheffield, Neil Colicchio, and Jane Bouvier (arrived late). Bob Colman who is the studio Director at the Groton Channel and Gina Marini who is a reporter and Production assistant for the Groton Channel also attended the meeting.

**BILLS:** Bills were passed around the table and signed by members of the Cable Committee.

Note\* this meeting was called to order to review Charter's contract and the meeting focused mainly on that.

**CHARTER'S CONTRACT REVIEW:** Chairman Melpignano went over the compiled notes he and other members of the Cable Advisory Committee had taken from reviewing Charter's License. Chairman Melpignano stated to the Cable Advisory Committee that he wants a quarterly report from Charter. J. Sheffield read from the complaints section within Charter's Contract. Chairmen Melpignano continued to analyze the Contract and read from the Grant section of the Contract; he as well as other members of the Cable Advisory Committee do not agree with this portion of the contract. Chairman Melpignano also read from a document written by Attorney Bill Hewig. Chairman Melpignano also stated that the only way Charter's License will not be renewed by the Cable Advisory Committee is if Charter's signal falls below the FCC's requirements. Since Charter's signal passed the FCC's requirements, Charter's Contract will have to be signed by the Cable Advisory Committee. N. Colicchio read from the Addendum about a refunded service and also read from Section C of the addendum within paragraph 4 under column I. N. Colicchio stated that if Charter's signal goes out during a program, Charter should be responsible for refunding the customer. The Cable Advisory Committee all agreed that they want Charter to define a "significant outage," what is

classified as a significant outage. The Cable Advisory Committee also agreed unanimously that with each check sent by Charter, they would like a report stating the breakdown of payment as well as an overview of Charter's signal.

B. Colman also mentioned that Verizon, the other cable provider for the town of Groton, has 4 origination sites which allows programs to go live during certain broadcasts and since the Groton Channel studio has gone FIOS, Charter is unable to carry a live-feed from their given locations. The Cable Advisory Committee would like to supplement Verizon's locations, which include the Groton Senior Center, The Groton Public Library, Groton-Dunstable Regional High School and The Groton Town Hall as well as adding The Public Safety Buildings and the New Central Fire Station. The Committee also discussed the possibility of adding Legion Hall to the list of live-feeds as well. This falls under Section 3 within Charter's contract. There was discussion about Section 14.5.1, because the Cable Advisory Committee is not planning on revoking Charter's contract, Chairman Melpignano would like to leave this section alone. N. Colicchio wants to reword this section to "Whatever party is unsuccessful, will pay for the expense". The Cable Advisory Committee needs more clarification from part 10 of section 2.4, which deals with the level playing field cause. There was discussion about insurance from both cable providers for the Town of Groton; The Cable Advisory Committee unanimously agreed that Charter should pay 5 thousand dollars for insurance. Section 4.3 paragraph 6 talks about the performance Bond; Chairman Melpignano would like reword this section. J. Bouvier commented on the insurance and what it covers. N. Colicchio responded by explaining the insurance covers the destruction of property i.e sidewalks broken up or trees cut down in order to fix or install Charter's cables. The Cable Advisory Committee discussed the changes to be made within the bond section of Charter's Contract. The Cable Advisory Committee also discussed the quarterly report. Chairman Melpignano pointed out within section 6.1 of Charter's contract there is a double standard; Charter has a standard fee for installation but according to their contract, the fee is supposed to be part of the installation fee. After much discussion regarding Charter's Contract, Chairman Melpignano came to the conclusion that he is going to make adjustments and present the new contract to Bill Hewig for negotiation. Before discussion about Charter's Contract concluded, B. Colman stated the places in which the Cable Advisory Committee is asking Charter the ability to go live from: Legion Hall, The Public Safety Building, The New Central Fire Station and the 4<sup>th</sup> location is undecided.

**MINUTES:** The Cable Advisory Committee needs to approve the minutes from past meetings. N. Colicchio made a motion to accept and approve the minutes from the July 13<sup>th</sup> 2013 meeting. Seconded by J. Sheffield, two were in favor and one abstained from the vote. The minutes from July 13<sup>th</sup> 2013 were approved. J. Sheffield made a motion to accept and approve the minutes from the September 14<sup>th</sup> 2013 Cable Advisory Committee Meeting. Seconded by N. Colicchio, the minutes from September 14<sup>th</sup> 2013 passed with a unanimous vote. J. Sheffield made a motion to accept and approve the minutes from the Executive Session of the September 14<sup>th</sup> 2013 Cable Advisory

Committee meeting. Seconded by Neil, the motion carried with a unanimous vote. N. Colicchio made a motion to accept and approve the minutes from the October 19<sup>th</sup> 2013 Cable Advisory Committee meeting, seconded by J. Sheffield, the minutes passed with a unanimous vote. J. Sheffield made a motion to accept and approve the October 19<sup>th</sup> 2013 Executive session, seconded by N. Colicchio, the minutes passed with a unanimous vote.

**GENERAL UPDATE:**

- B. Colman has put together an evaluation and is in the process of sending it to Town Hall. Chairman Melpignano is very supportive of B. Colman's work and thanked him for his dedication and hard work for the Groton Channel.
- "Drupal in a Day" is a workshop B. Colman is attending to better understand how the software for the website works. Attending this workshop will help create a better understanding of the software and help B. Colman to update the website faster. Chairman Melpignano also wants to attend the workshop. J. Sheffield made a motion to approve the sum of \$900.00 for B. Colman and Chairman Melpignano to attend the Drupal workshop. Seconded by J. Bouvier, the motion passed with a unanimous vote.

At 11:51AM N. Colicchio made a motion to adjourn the January 11<sup>th</sup> Cable Advisory Committee Meeting. Seconded by J. Sheffield, the motion passed with a unanimous vote. February's meeting is tentatively set for February 8<sup>th</sup> 2014.