



Date: **02/25/10**  
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **No Branford Town Hall**  
 Call to Order **7:12 PM** Adjourn **10:41 PM Motioned by Marie**  
**Seconded by Frances**  
 Roll Call **5 towns/entities, represented by 10 Members** [Quorum Metrics: 4 Towns, 7 Members]

#	Attendees	Town	✓	#	Attendees	Area	✓
	John Elliott	Branford	✓		Not represented. actively being pursued with Selectman Freda	North Haven	
	Peter Hugret	Branford	✓			North Haven	
	Pete Lombard	Branford	N			North Haven	
	Chad Troy (eff.1.25.2010)	Branford BOE	R			North Haven BOE	
	Marie Saddig	East Haven	✓		Mary Bigelow	North Branford	✓
	Bill Golambiski (aka) Bill Biski	East Haven	✓			North Branford	
	Frances Foley	East Haven	✓			North Branford BOE	
		East Haven BOE			Susan Huizenga	Wallingford	✓
	Joel Parker	Guilford	✓		Not represented/actively being pursued with Mayor	Wallingford	
	Pete Garofalo	Guilford	✓		Tom Dacey (eff. 2.25.2010)	Wallingford	✓
		Guilford			Not represented/actively being pursued with Superintendent	Wallingford BOE	
		Guilford BOE			Guests	North Branford Richard Bigelow	v
	Not represented/actively being pursued with Selectman	Madison				Bill Choti Richard Brannagan, Town Manager	v
	Amanda Mammele	Madison				Curt Huizenga, WPAA	
		Madison BOE				Roger Buckridge Totoket TV/Madison	
	Tom Smith (eff.1.25.2010)	Library	R				
	John Bairos	Company-COMCAST	✓			North Haven Dan Morris Walter Mann Janet Betta	

Legend: ✓ attend, R regrets, N No Status, P proxy provided

----- AGENDA TOPICS -----

	Subject	Lead	In Brief
1	Roll Call / Welcome Public Comments/Agenda Action	Chairman Site Representative	Welcome guests All stated interested in observing only
2	Log of Correspondence	Chairman	Chairman Updates
3	Review / Accept Minutes	Advisors	Minutes
4	Executive Committee Report	S.H./ M.S./P.G	Calendar Management/Mandatory Filings/Treasurer Report/reaffirm docket 05-07-09.
5	Comcast Report	J. Bairos	Update on CAC Correspondence, Customer Issue, Market update including Branding change
6	Deferred / Old Business (Including Committee Reports)	Advisors	DPUC Annual Report Filing SVC Council Update Insurance Re-application 2010
7	New Business / Town Reports	Advisors	<ul style="list-style-type: none"> <li>▪ 09_01: Commercial Use_HOB</li> <li>▪ 09_02: PolicyAdmin_WPAA</li> <li>▪ 09_03: Commercial Use_SFS</li> <li>09_04: Commercial Use_SO</li> <li>▪ 10_01: Government TV_BCTV</li> </ul>
8	Public Comments & Adjournment		Motion by Fran Seconded by All

----- MEETING MINUTES -----

Description	
1	<p>Roll Call / Welcome/ Public Comments: All indicated observation only. D. Morris made the following known: First Selectman Freda asked him to become a member of council and he wants to see how meetings go before he decides what to do. Will not be a member of a local access station board if he becomes a council member. R. Bigelow – Branford Case gives him some pause-interested in outcome. Comments may be forthcoming in writing. (Note: M. Cooke called 2.25.2010 indicating intention to attend.)</p> <p>AGENDA  <a href="#">Amend Agenda</a> to handle Community Access Subcommittee Report AFTER New Business  <a href="#">Amend Agenda</a> to Treat Case Review as Public Hearing with Public Comments before &amp; after &amp; as acknowledge by Chairman for points of clarification --2minutes per public participant            Log of Correspondence            Review / Accept Sept Minutes            Executive Committee Reports</p> <ul style="list-style-type: none"> <li>- <a href="#">Amend Agenda</a> to hear Comcast Report to give Treasurer time to arrive to report on Insurance              Treasurer, Secretary, Chairman (Recap Landscape presentation on 7TownTV.org)              Comcast Report              Deferred / Old Business (Includes Committee Reports)              ETV Report on E Haven Investigation of Government Funds for Access /Equipment Purchase Irregularities, Insurance Re-application 2010              DPUC Annual Report Filing, SVC Council Update, Insurance Re-application 2010New Business / Town Reports *              Cases Filed Since last Meeting (posted at 7TownTV.org **              Public Comments &amp; Adjournment</li> </ul>
2	<p>Correspondence LOG – Activity Since Sept 2009</p> <ol style="list-style-type: none"> <li>a. Bank Statements – Guilford Bank</li> <li>b. Appointment correspondence: Branford BOE (Chad Roy), Library (Tom Smith), Wallingford (Tom E. Dacey thru June 30, 2012 ), North Haven (expect new member in March), Madison. (Interim Appointment of a volunteer as not been confirmed.) <b>DRAFT Chairman Huizenga's status. – Letter read into record after citing there has been no reply. Mr. Dacey was asked if this addressed his concerns about Chairman's eligibility to serve representing Wallingford. He said Yes. Changed to: Chairman Huizenga's status. – Letter read into record . Link here. No reply from Mayor before meeting. Mr. Dacey said "not at this time" when asked if there were any open concerns on this topic.</b></li> <li>c. ETV follow-up package on the Issue reviewed at Sept. Meeting.- Subcommittee report Old Business</li> <li>d. GCTV &amp; WPAA Return Line Site Surveys with Stations and Comcast</li> <li>e. DPUC 9.23.2009 Docket 09-04-25 Decision-received</li> <li>f. Bankruptcy notice –appears to be Comcast mail, improperly address Comcast payments, concerns about increase premiums and less channels on lower non-digital tiers.- Mail with checks delivered to Customer Care in North Branford; some hand-delivered to Comcast at this Meeting.</li> <li>g. Cable Company correspondence – See Company report Section 5</li> <li>h. Case inquiries – see case documents- See New Business Section 7 and Cases on website.</li> <li>i. ACM-CT Updates on PEGPETIA – posted to ACM CT section of 7TownTV site.- Comprehensive List</li> <li>j. Insurance reapplication. Binder. Invoice. Check Processing expectations by 2.26.2010</li> <li>k. Political Programming Policy – 1<sup>st</sup> candidate for statewide office using Access stations – policy reminders distributed and posted to ACM CT page- Candidate <b>John Mertens</b> trying to get on all access channels in CT; Each town has different rules, political programming generally treated as public access</li> <li>l. ETV sound quality – had checked by Comcast- Came back okay on Comcast equipment</li> <li>m. ACM correspondence – CAP Act –seeking congressional support/- information is on ACM website; Chris Murphy signed on at this time</li> <li>n. ACM NE attendance and eligibility for discounts – ETV, WPAA. BCTV attendees but not eligible.</li> <li>o. October Meeting cancelled due to lack of quorum. Community Access Subcommittee Appointed with Peter, Joel, Chad &amp; Marie. Marie unable to attend. Chairman as ex officio</li> <li>p. DPUC correspondence – Verification of appointment regulation, return-line eligibility for PEGPETIA</li> <li>q. Customer Inquiry about channel RETRO TV available on ATT referred to Comcast – closed.</li> <li>r. ACM National Membership Renewal; shared service</li> <li>s. ACM- National Conference July 7-10 Pittsburgh PA Link on 7TowTV home page</li> <li>t. Meeting Change to Feb 25 correspondence</li> <li>u. CT ACM Legislative Alert – CT ACM Page will be update. – related to legislation at CT level that will be reintroduced as to community access this year</li> <li>v. Comcast Annual Subsidy check \$2000 received and deposited</li> <li>w. NHTV – letter received on Dec. 29<sup>th</sup> regarding to the name change to CCTV (Connecticut Community Television Inc); filed with Secretary of state</li> </ol>

	<ul style="list-style-type: none"> <li>x. WPAA board asked DPUC for review of 60/40 Funding Formulae. Joel has expressed concern on behalf of GCTV. (see New Business)</li> <li>y. Letter sent to Comcast asking for router upgrade options/costs</li> <li>z. Active inquiries on carrier logo use on web sites by Councils and Access Groups</li> </ul>
3	Distributions via Website of cases and minutes & Commercial Use Draft resolution (hard copies available if needed)
4	<p>Executive Committee Reports</p> <p>Chairman:</p> <ul style="list-style-type: none"> <li>a. Council's 2009 Annual Report Filed: Inclusive of advisor corrections, annual Financial Statement and minutes Publicly available on 7TownTV.org</li> <li>b. SVC Update1 – U-verse launches Wallingford 19 &amp; 20 [2.10.2010]. Topics: Use of ATT &amp; U-verse Branding – rules of use pending delivery. ATT 2004 rule forbid use. to be used by any entity without permission or following branding rules; Chairman has asked for a copy of the branding rules to local entities can see if they desire; <b>secretary has been asked to correspond with all community websites to understand that the name can be used, but not logo</b> (waiting to hear details for optional use from AT&amp;T)</li> <li>c. SVC Update2 –More activity reported in Guilford and ETV as of discussions, but no hookups (AT&amp;T UVERSE); emailed to ask what ETV's phone numbers was – last communication; EH is hooking up 18 &amp; 20, 19 is at a separate; Guilford is anticipating a possible move and will not think about it until move is decided; Wallingford has government channel up; VBrick handled recent Wallingford AT&amp;T outdoor box issue; VBrick has been pleasant and helpful to ETV</li> <li>d. AT&amp;T does not include customers count. It was suggested that request for audit can be submitted to DPUC</li> <li>e. Legislation – Energy &amp; Technology activity expected in this session. Keep up with activity by using search on <a href="http://www.7owntv.org/cablelaw.html">http://www.7owntv.org/cablelaw.html</a> . Reaffirmation of Docket 05-07-09 on PEG Staff eligibility for Council Appointment – requested (See Motion)</li> <li>f. Landscape Presentation including review of 2002 Advisory Ruling and Bicycling (PowerPoint on 7TownTV with case information)</li> <li>g. Return line commitment in Franchise is 18 months notice. Comcast has been more responsive.</li> </ul> <p>Treasurer Report: Page 3 of 2009 Annual Report locate (link <a href="#">here</a>), Insurance Invoice \$3550/Bill Process.</p> <ul style="list-style-type: none"> <li>h. Insurance Reapplication Process – went through and midstream we got the letter from NHTV; underwriting risks, NH is withdrawing from the insurance process – Reapplied as 6 towns; NH did not give a definitive reason as to withdrawal; has been no further communication except for underwriter and agent; decided to charge the same amount – about \$590 per each of the 6 towns; See motion – each will pay \$510</li> <li>i. East Haven &amp; Wallingford sent more than 3 people; eligible for adjustment for insurance review See motion</li> </ul> <p>Secretary Report:</p> <ul style="list-style-type: none"> <li>j. Calendar Mtg notice function via Google calendar. More testing needed. Web version – consensus. Nice. Features allows acknowledgement of meeting attendance, email notifications, takes burden off of secretary; referenced with agenda on the website; will attempt again for March meeting with fallback of Marie sending it out</li> <li>k. What are Access Organization Mandatory Filings Public Charities if solicitations exceed \$50,000. \$50 filing fee. This does include grants like PEGPETIA. Ruling on Subscriber Funding still under review.</li> <li>l. ACM started CT chapter; ETV board decided to match Marie's contribution; \$400 total; Advocates to CACSCC to help fund the new chapter; "We really need a voice in Hartford" 7town tv is providing support with CT_ASM Page on 7TownTV.org website. <a href="http://www.7owntv.org/ct_acm.html">http://www.7owntv.org/ct_acm.html</a></li> <li>m. Organization is open to any producers, community group, or staff; PEG-PETA is something they are monitoring; CT chapter of Alliance for Community Monitoring (See Motions)</li> </ul>
5	<p>COMCAST Report</p> <ul style="list-style-type: none"> <li>a. Recap of correspondence: Inquiries about new senior discount law and impact on Comcast Customers, Rules associated with use of Comcast Logo for CACSCC or PEG, Reference on Rates for leased access requested, Sub count for North Haven to adjust subscriber number in insurance application, bill format change – anything planned as we are getting more misdirected checks from customers –outcome No.</li> <li>b. Policy Item from Other Councils: <b>Comcast does not feel it is appropriate to broadcast consumer/promotional information on a CTV (New Haven) bulletin. 6.2009</b> Access Bulletin Board – Appropriate for Notices like Advisory Council Meetings</li> <li>c. Beginning of In-Person Report – Marketing Update; launched ESPN On Demand; Began on screen programming guide – auto messages went out, parental controls and settings had to be reset for premium channel – upgrade will allow remote programming of DVR (phone or internet) – There will be further updates later on in the year; Effective Feb. 1, 2010 – Price adjustments – price reductions – installations of some outlets – 5 non-recurrent prices were reduced; Distributed Pricing and Channel chart; Annually Council funds with a \$2000 payment mailed and confirmed received. New Branding; The plan is to remain <i>Comcastic</i> but under new <b>XFINITY</b> Branding; <b>XFINITY</b> will be the name on the new products – customers will have bill insert as to the naming change and information – customer uniform will say <b>XFINITY</b> (Compared to GM having Chevy, etc)</li> </ul>

	<ul style="list-style-type: none"> <li>d. Customer mail given to company for follow-up and closure.</li> <li>e. Logo Use by Access Organizations not permitted. Confirmed by letter of 2/xx/2010</li> <li>f. CPI increase of subscriber fees. Draft Decision.\$7.17 to \$7.38 DPUC rejected Wallingford's motion to amend 60/40 with this change. DPUC will open as a new docket (correction from March Mtg in Blue.)</li> <li>g.</li> </ul>
6	<p>OLD Business</p> <ul style="list-style-type: none"> <li>a. ETV became aware last fall that there was an East Haven line item for \$1500 for funding for Channel 20; had existed for 10 years and ETV was not aware it was available; EH officials were cutting checks from the account and had a man using it for supplies and video taped DARE events for profit; none of last year's budget was expunged; expanded to say town taping of meetings – town will reimburse ETV for the tapings; 1 piece of equipment purchased by DARE man (dvd copier) who turned it over to the town who handed it to ETV; it is now inventoried and available for Channel 20; Can't find backup documentation from 98-00, not sure where that money went; supplies bought were large amounts of dvds and chip cameras; Committee met 2.26 and will pursue through attorney general's office; because ETV is charitable and is registered – there are state statutes for funds and if people solicit the funds for other uses besides charitable organizations – will say that it was a solicitation from the taxpayers of East Haven; ETV is hoping for support and restitution from the attorney general's office and any other actions desired; EH committee will send a letter with backup documentation with statues and will report at next meeting with update ----; actionable item – <b>can now be put on the website – with own dvds, duplicator is available for us by other towns producers</b></li> <li>b. PEG DPUC Annual Reports Due. – Only WPAA's government report has been received by CACSCC <ul style="list-style-type: none"> <li>1) EH -&gt; filed request for 30 day extension; 2) Guilford -&gt; Joel believed it was filed 2) Branford-&gt; Filed, copies will be coming to CACSCC next week; 3) North Branford -&gt; Not sure of the status right now; 4) Wallingford-&gt; No extension and Not filed, working on it/Tom to Follow-up 5) Madison -&gt; Not sure (Roger – will relay status message) (See Next Steps)</li> </ul> </li> </ul>
7a	<p>TOWN REPORTS</p> <ul style="list-style-type: none"> <li>c. ETV Report -&gt; New staff person- New production manager – training right now; redoing the edit area, new cubicles, two final cut/pro editing suites will be set up; technical upgrades of software</li> <li>d. Guilford -&gt; considering combining their studios into one; continuing spotlight program as GCTV production; waiting for PEGPETIA Grant – got held up during Governor's Budget sweep</li> <li>e. North Branford -&gt; wiring town hall with 4 robotic cameras, tricaster, so town meetings can better be covered</li> <li>f. North Haven -&gt; Name change to Connecticut Community Television</li> <li>g. Wallingford-&gt; bought new building; 2 youth productions won ACM North East Awards including 1<sup>st</sup> Place in Community Impact</li> <li>h. Branford -won NE production; moved studio to upper facility with new lease; robotic cameras in senior center for government tv; open house in April 11<sup>th</sup> from 1-4pm – will like it on the email</li> </ul>
7b	<p>Public Hearing open on cases. Public comments opened. Cases were reviewed to determine what updates were needed in the file. See Motions.</p> <ul style="list-style-type: none"> <li>a. 09_01: Commercial Use_HOB -- Final disposition at each station reported. Use of amputation reported and discussed as improper action as it is non-compliant with Credit Policy. ETV never scheduled. Will take back to Board the #50 addressed web site issues but other commercial use items which are not clear in any policies are still an issue with production.</li> <li>b. 09_02: PolicyAdmin_WPAA – No additions known. No formal response from WPAA</li> <li>c. 09_03: Commercial Use_SFS – No additions.</li> <li>d. 09_04: Commercial Use_SO --- Final disposition – Producer Making Changes. Notification status to Mr. Gravino to be confirmed (See Next Steps).</li> <li>e. 10_01: Government TV_BCTV-- Final disposition depending on FOI research (See Next Steps).</li> </ul>
8	<p>Public Comments:</p> <ul style="list-style-type: none"> <li>a. Richard – Has bad thoughts about what happened to gentlemen in BCTV case</li> <li>b. Dan – None; will consider submitting comments in writing</li> <li>c. Janet – None</li> <li>d. Walter –None</li> </ul> <p>Adjourn at 10:41</p>

----- MOTIONS / ACTION ITEMS -----

Business	Motion	By	Vote
Old	Motion to adopt Sept 2009 Minutes.	V. Marie 2 <sup>nd</sup> by Pete Hugret	Passed. Members not in attendance in Sept.



			abstained - Joel Parker/Tom Dacey
Old	In prep for 2010 CT Legislative session - Motion to uphold the outcome of Docket 05-07-09 originated by CACSCC that Community Access staff from the access entities in the service area should not be eligible to serve on Advisory councils.	V. Marie 2 <sup>nd</sup> by Pete Hugret	Unanimous
Old	Given the change in participation in the shared service for Broadcast Insurance from 7 to 6 towns CACSCC will cover 1/7 <sup>th</sup> of the premium so that the impact is not punitive to remaining 6 towns.	V. Marie 2 <sup>nd</sup> by John Elliott	Unanimous
Old	Accept report of chairman on the participation of ETV and WPAA in the ACM Conference making them eligible for a rebate of \$80 and \$60 respectively which will appear in the Insurance Billing as a discount	Treasurer 2 <sup>nd</sup> by Marie	Passed. Members not in attendance abstain - Joel Parker/Tom Dacey
New	Marie asks the CACSCC to match her \$200 donation to CT ACM chapter	V. Marie 2 <sup>nd</sup> by John	Unanimous
New 09_01: Commercial Use_HOB	Advise all PEGS to clarify what constitutes commercial use such that it is the consensus of the council that <b>.com</b> is a commercial web address, advertising includes testimonials formats, product placement, overlays of corporate logos or related branding, and guest or host telephone numbers esp. when the content of the program is related to the business interests of the presenter. Concurrently clarify the informational nature of the content allows for inclusion of content by overlays related to information such as .org, .info and tv web addresses or contact information related to non-profit services.	V. Marie 2 <sup>nd</sup> by Frances	Tabled for Subcommittee Report  Per Committee
New 09_01: Commercial Use_HOB	Advise all PEGS to modify Distribution Forms to request that producer identify any program related website that is partnered with the TV production and extend the commercial use criteria to program specific websites such that their can be no lotteries, gift enterprises, sales, etc.	V. Marie 2 <sup>nd</sup> by Frances	Joel, Bill, Tom abstain  PASS.
New 09_02: Policy Admin_WPAA	Advise that if direct contact with the board is expected by advisors that the contact email and telephone contact information be submitted concurrent with the annual report filing.	Frances 2 <sup>nd</sup> by Marie	Unanimous



New 09_02: Policy Admin_WPAA	Advise that complaint review include contact with the submitter as well as the violator, and if the submitter in not via the Council that advisers be considered interveners.	Marie 2 <sup>nd</sup> by John Elliott	Unanimous
New 10_01: Government TV_BCTV	Advise Town of Branford in collaboration with BCTV Board to adopt policies regarding the coverage of town meetings which includes how public comments will be included as program content and affirm that incident reported did appear to be an infringement of principle of representative gavel-to-gavel coverage of a preceding.	Not Moved for consideration	Research as FOI Issue
New Committee	Accept everything considered as consensus in the CACSCC Resolution on Community Access Policy & Procedures and continue review as full body thereby not referring back to committee. (see <a href="http://www.7towntv.org/Policydoc.html">http://www.7towntv.org/Policydoc.html</a> )	Marie 2 <sup>nd</sup> by Committee	PASSED Mary, Bill - Abstain

**----- NEXT STEPS / ACTION ITEMS -----**

	Description	Assigned To	Due Date
1	Local Advisors to remind PEGS that Annual Report was due 2.15.2010 and if they have not filed an extension should be requested based reported status.	Joel – Guilford John- Branford Tom-Wallingford (Roger-Madison)	Immediately Following Meeting
2	East Haven's dvd duplicator is now available for producers. Producers must supply their own DVDs. 5 copies at a time. Information to be added to Resource Page 7TownTV.org	Chairman	N/A
3	Details to be sent to Chairman regarding Branford's Open House for addition to 7TownTV.org Website	Pete Hugret	ASAP
4	Correspond with PEGS on outcome of motion New 09_02: Policy Admin_WPAA	Secretary Marie	ASAP
5	Correspond with PEGS about websites use of Comcast & SVC logo – forbidden. Further clarification pending from ATT	Secretary Marie	N/A
6	Public Charities and non-profit filing guidance to be defined for PEGS	Secretary Marie	
7	Advisors should know that there are the Internet downloadable shows available for local sponsors	Chairman	Next Week
8	Check to see if Mr. Gravino has been notified of status of his inquiry to GCTV in writing. If Yes can CACSCC get a copy? If pending can follow-up be done.	Joel	Next Week
9	Council to learn more about FOI to reply to BCTV case submitter and get trained. Training to be videotaped and made available to all Towns as a Government Program	Francis	Per East Haven Training Schedule
10	Mention to GCTV to watch the WPAA PEGPETIA Docket to see if the request for Return lines reimbursement gets approved.	Joel	ongoing
11	Outcome of Government credit discussion to Town of Branford such that all programs can credit Town of Branford as Producer.	Pete Hugret	ASAP
12	Outcome of 10_01: Government TV_BCTV – respond to Mr. Cooke.	Exec Committee/Frances Foley	After FOI Researched
13	Review Resolution and be prepared for discussion of additional section. Submit any related findings or references that may be useful for documentation.	ALL	Before Next Meeting
14	Review Minutes for Accuracy & completeness. Submit changes if applicable to chairman@7Towntv.org.	ALL attending Feb Mtg	Before Next Meeting