

**Fairhaven Cable Advisory**  
**Tuesday, September 25, 2018**  
**7:00 p.m. – East Room**

**PRESENT:** Chairperson, Barbara Acksen, Robert Espindola, Ronnie Medina, Maria Carvalho, Kenneth Souza and Mike Merolla

**ABSENT:** John Methia

Director of Cable Access, Derek Frates was also present.

Meeting opened at 7:05 p.m. Ms. Acksen thanked MJ Carvalho for typing up the minutes from the previous meeting.

**August 21, 2018 – Minutes** – Ken Souza made a motion to accept and was seconded by Ron Medina. The motion passed unanimously

**July 24, 2018 – Minutes** – There were a few amendments, MJ worked with Derek in Warren, RI not Dartmouth. Mr. Espindola made a correction to state he will ask Mr. Rees to “work with Attorney Solomon to issue the RFP”, and was seconded by John Methia.

With the amendments made, Ron Medina made a motion to approve and was seconded by Mike Merolla. The motion passed unanimously, with Ken Souza abstaining.

**Cable Director’s Report:**

- Hardware & Connections in place to start Channel 95
- Derek Frates reported Bob \_\_\_\_\_ has been contacted and the information is in their hands, Derek will continue to follow up.
- Programming Channel 95 – is working, just developing a schedule now.
- Updating with community programming
- Open House has been scheduled for Thursday, October 25<sup>th</sup> – 5-8pm, family-friendly event. Trick or Treating tables being offered to community organizations. A flyer will be done by the first week of October.
- Derek Frates and others will be at the Harvest Fun Day to hand out flyers
- Photo Booth
- Derek Frates advised they were developing a new logo
- Derek Frates was very happy how everything is coming together.

Ms. Acksen was very happy at how things were coming together as well and said so.

Ms. Acksen to get a copy of a community list to Pattie Pacella (Recording Secretary) within the week.

Bob Espindola suggested reaching out to Comcast to see if the Open House could go out live by the October 25<sup>th</sup>, open house date.

Mr. Frates advised they might be able to do a facebook live event through an iphone.

Committee members suggested a full page advertisement be taken out in the Neighborhood News, and perhaps an ad in the Advocate.

The Committee also discussed a policies and procedures handbook needs to be done for community members who want to utilize the community part of Channel 95. There was discussion on charging a membership fee of \$1.00 for Fairhaven residents, it would be something for use of equipment and training.

Mr. Frates suggested the membership be free and Mr. Espindola concurred as long as it was a Fairhaven resident. Then the charge could be a minimal fee for out of Town users.

MJ Carvalho stated that in New Bedford there are trainings that happen yearly, and show users or people wanting to use the equipment had to attend those trainings.

Mr. Frates stated there may be future purchases for more equipment, depending on how well received this project is to the community.

#### **Update on RFP for other Cable Providers:**

Mr. Espindola explained that he was waiting on the template to put the RFP out.

Mr. Espindola also passed out an 'informational' sheet only on "10 Reasons why Broadband should be a Municipal Utility." He said he has read up on some information and is sharing it with the Selectmen and the committee. He said it would be a huge undertaking, however it is worth the read to become familiar with how it works.

Dr. Merolla stated things as we know it are becoming obsolete and thinks the world is changing into more wireless than fiber optic.

Discussion ensued. Mr. Espindola just asked everyone to read about this possible avenue. He said that Quincy, MA is currently reviewing their options.

Mr. Espindola asked the Committee Members to read and give feedback on the document.

More discussion on how this would work in the Town of Fairhaven. Mr. Espindola stated he would add this as one of his objectives as a Selectboard member.

#### **Update on MOU with School Department:**

Bob Espindola explained MOU – Memorandum of Understanding with School Department between School and Cable. Mr. Espindola went over the new Social Media Position, that will be located with the IT Department, to have one central person for the Town. He said once the

MOU was drafted it would be reviewed and then signed. He said he would like to see this committee review the MOU.

Mr. Espindola stated that Public Access takes more funding so flexibility for the budget is necessarily on a yearly basis.

Ken Souza asked how the PEG account is split with the School, is it evenly split.

Mr. Espindola stated it was previously half and half, now they want to make sure the budget is transparent and that its justified.

Ms. Acksen said she would like the Committee to review the MOU.

Mr. Espindola stated that Mr. Frates & Mr. Furtado would develop the budget for Public and Government Access. That responsibility would be with Mr. Frates.

Ms. Acksen said she would like the Committee to advise on the Budget. Mr. Espindola explained how the budget process works and it's a Town Department head responsibility, not an advisory Board discretion or responsibility.

**CAC Mission Statement** – The Committee discussed coming up with a simple statement or few sentences that explained what the Committee is about to issue a mission statement.

Ms. Acksen said some of the points to make is:

The committee is advisory only

Represent Concerns for subscribers

Advocating for consistent programming, picture quality & sound quality

Content & Programming

Goal of Committee – to grow visually and more visibility

**“When in doubt, check us out”** – Dr. Merolla stated, ‘who’s watching us’; how do we keep track.

Posting content on a timely manner

Suggestions were made to add a news programming, perhaps one time a week – snippets of Committee’s, snippets of News in Town

Mr. Espindola requested more discussion on Mission Statement and each person should come up with a simple sentence to be included in the statement for the next meeting.

Ms. Acksen stated that the Advisory Committee would meet 3<sup>rd</sup> Tuesday of the Month – Next Meeting, October 16<sup>th</sup> at 7:00 p.m.

MJ Carvalho made a motion to adjourn and was seconded by Ron Medina. The motion passed unanimously at 8:42 p.m.

Respectively submitted,

Patricia A. Pacella  
Recording Secretary