



Town of Fairhaven

Meeting Notice

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TOWN CLERK

Cable Advisory Committee 2017 MAR 31 E 4:03

Place of Meeting

Town Hall East Room FAIRHAVEN, MASS.

Date & Time

Tues April 4, 2017 7PM

Meeting of _____ Cancelled / Postponed to _____

SIGNATURE

CAC Agenda April 4, 2017

- I. Review of minutes from previous meeting
- II. Mark Rees, Town Administrator/Bobby Brusco, Cable Access director-discussion of current PEG functioning especially coverage and planning issues
- III. 7:30 PM James Gillis of COMCAST re ITT46 opportunities
- IV. Continued discussion of PEG matters
- V. Continued discussion of timetable planning for license
- VI. Policies and procedures introduction and issues
- VII. Any other business not anticipated prior to meeting agenda



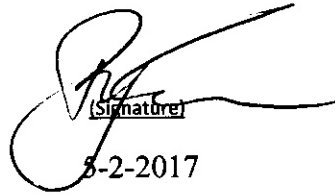
Town of Fairhaven

Town Hall 40 Centre Street, Fairhaven, MA 02719

Minutes of Meeting

Cable Advisory Committee

PLACE OF MEETING: **Town Hall Banquet Room**
DATE AND TIME: **April 4th, 2017, at 7:00 p.m.**
MEETING OF: **Cable Advisory**


(Signature)

3-2-2017

(Date Signed)

Present: Barbara Acksen, Ex-officio: Selectman Bob Espindola, John Methia, Ronnie Medina
Absent: Michael Merrolla

Guests, Jose Invencio, Lake Cam, Drew Furtado, Bobby Brusio.

The meeting was called to order at 7:10 P.M

Meeting notes from the March 7th Meeting were reviewed.

John Methia motioned to approve
Ronnie Medina seconded
There was no further discussion
The motion carried unanimously.

Mr. Jim Gillis of Comcast was introduced. He is the enterprise account Executive of the Greater Boston area (including South Coast).

Mr. Gillis discussed Fiber optic networks, calling them the "backbone" of the Comcast network.

He said that Comcast would agree to install fiber in Town Hall at no upfront cost to the Town and that the Town would have to agree to pay a monthly fee from that point on.

He said that, under ITT-46, Comcast could offer 3-year pricing on a month-to-month arrangement (no long term contract).

He said the service could serve 100 MEG of data Uploading and Downloading. The cost would be \$1347 per month, per facility.

He said there can be grants available for this type of service, especially in the school system. He said these grants are typically awarded based on the count of school children on the free lunch program.

He said the school program is called "e-rate" and the deadline for submitting for this year is mid-April.

Bobby Bruso provided an update for the committee. He said that Live Streaming on Facebook is up and running and there is a link from the Town Web site. The site domain name is "FairhavenTV.com"

He said that there is now archiving on the new server and on Facebook and Live Stream.

He said Likes and comments have been increasing and people have even been sending comments while the program is running to say, for example, "Please turn up the volume".

John Methia said that the Channel has come a long way in a short time.

Bobby Bruso said that the new cameras have helped accomplish a lot more than before.

He said he will be able to start to post Public Service Announcements (PSA's).

There was a discussion about improving sound quality in the meeting room, both for attendees present and those at home.

Lapel microphones may be considered but there can be issues with them in terms of people forgetting they have them on when the meeting is over.

Bobby mentioned that he is looking into portable, flat screen monitors that can be used instead of projection screens. They have the advantage of allowing the feed to the screen to be also captured as an input to the meeting coverage so as not to have to take a video of a projection screen (better quality).

Bobby mentioned that "Wicks" runs training classes and they could run one, for example, to teach small businesses in our area how to develop their own web site, record their own marketing video using Town loaned recording equipment and editing software, etc. This could

an Economic Development tool.

Bobby is still working on the Ascertainment Document for Attorney Solomon.

John Methia made a motion to appoint Bob Espindola represent the CAD in meetings with Bobby Bruso, Drew Furtado, Attorney Solomon and Mark Rees to discuss Ascertainment documents and contract renewal document needs in general.

Ronnie Medina Seconded

There was no further discussion/

The motion Carried unanimously.

Barbara Acksen is still working on Policies and Procedures for Public Access programming. She will request support from Mark Rees for clerical work as required and of Chuck Sherwood or Attorney Solomon or other resources as required with a goal to have a draft document for the CAC to review in May.

Bob Espindola pointed out that it is critical for the Town to show Public Access programming in contract negotiations so timing is very important.

Jose Valencia stated that Lake Cam runs with primarily two (2) people managing all aspects. He said when they formed their non-profit, it was made up of some of the same people on the original advisory board. He said the Cable Advisory Board still exists, but only for help in negotiating contract with service provider, through the Board of Selectmen.

Evan Aurilio pointed out that New Bedford runs as a department with an executive director reporting to the Mayor. In Fairhaven it is similar in that Bobby Bruso reports to Town Administrator, Mark Rees.

He pointed out that staff can provide oversight of a community producer who would, then, eventually, be trained enough to work on their own.

John Methia provided an update on a number of different options for studio build-out. He said that, he was focused on newer, more modern space with HVAC, Parking, Open layout, etc. John provided a handout that showed several examples in Fairhaven that would fit, using the layout that was done for the EMA building at 150 Sconticut Neck Road by JHMB Architects as a reference, he figured between 1500 and 1600 Square Feet would be an appropriate space allowance.

Lease costs for that type of space appear to be all around \$10 per Square Foot.

This information will be provided to Mark Rees for information to consider in the RFP process for lease space.

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Drew Furtado provided hard copies of the Education Access component of the Ascertainment Documents for each committee member and will also send an electronic copy to Bob Espindola for coordination with Attorney Solomon.

The next meeting will be on Tuesday, May 2nd at 7:00 P.M.

John Methia made a motion to adjourn at 9:00 P.M.

Ronnie Medina seconded.

There was no further discussion

The motion carried unanimously.

Submitted by Bob Espindola, acting Secretary