
Pepperell CATV Committee

*One Main Street
Pepperell, MA 01463*

Minutes:

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| Date: 03/02/11 |
| Time: 07:03:00 PM |
| Location: Town Hall Conference Room A |
| Attended by: Richard. Potts; Mark. Boyajian; David. Pease; Mark Walsh; |
| Absent: Debra. Spratt; Phil. Durno |
| Chair: Richard Potts |
| Minutes: Mark Boyajian |

| Speaker | Comments |
|----------|---|
| R. Potts | Need to add a signature line to the Minutes, when meeting was adjourned, and record of votes on issues/procedures. |
| R. Potts | <p>General discussion on status of new contract with Charter.</p> <ul style="list-style-type: none">• To pass, a 2/3 Selectmen's vote is required.• Tom Cohan is scheduling a meeting with Southbridge to discuss using their contract as a template for Pepperell. The Southbridge proposal as already been vetted by Charter and a a lawyer, so it is a good candidate for us to use.• Discussion of subscriber fee.<ul style="list-style-type: none">◦ Pepperell's population is so small it might be necessary to consider a higher percentage rather than a lower percentage.• Ascertainment document; Richard is going to review this.• Capital grant of \$200,000 is recommended; it is actually paid by subscribers as part of their fees. For Pepperell it would amount to about 50 cents per person per |

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| | <p>month for 10 years. The money is made available to us from Charter up front and is for equipment and facility work.</p> <ul style="list-style-type: none"> • Do we need a facility? <ul style="list-style-type: none"> ◦ The Peter Fitzpatrick option is no longer available; the space went to PACH. ◦ Could we use the 3rd floor of Town Hall? ◦ Richard will check with Laurie Masiello to see if they might be able/willing to provide space? ◦ John Moak is going to continue to look into potential options at Peter Fitzpatrick. • Capital Grant: <ul style="list-style-type: none"> ◦ Looking to propose \$250K ◦ Conference Room B needs to be wired to record meetings (not broadcast). This is estimated to cost aprx. 10K. ◦ Operating expenses come from subscriber fees. <ul style="list-style-type: none"> ▪ As of February 2009 there were 3359 subscribers <ul style="list-style-type: none"> • Total subscriber revenue for Cable only in 2008 was \$3,083,336 • The avg. cable \$76.49/Mo. <ul style="list-style-type: none"> ◦ 1% \$0.76 ◦ 2% \$1.53 ◦ 3% \$2.29 ◦ 4% \$3.06 ◦ The max. we can apply is 5% which is \$3.82 per subscriber per month added to the avg. cable bill. • Robert hage and our lawyer still need to be paid. |
| M. Boyajian | Discussed ABC options/approach. |
| R. Potts | <p>Someone is needed to use the equipment we request and want funded in order to justify the purchase of the equipment; otherwise, Charter will not fund it.</p> <p>We want one budget that is “realistic” and another to work with Charter.</p> <p>We're thinking of a sliding scale assessment over three years:</p> |

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| | <ul style="list-style-type: none"> • First year: 2.5% • Second year: 3.5% • Third year: 4.5% <p>We desperately need someone [on staff] to run the broadcast equipment for meetings! Having the Selectmen run it themselves has “got to go”.</p> <p>Bob Coleman has shown interest to share some of his staff to do some of this work. The downside is that we would not have “full control” over this person(s).</p> <p>Bill August said we need to provide him a list of names as a Board of Directors for the Public Access Corporation to handle the money for the operations of the CATV committee.</p> <p>We need to research every Charter License in the state to see what kind of agreements other Towns have. This information needs to be used to justify what we're proposing in our new contract [with Charter]. Richard will send a list of towns to each of us to research.</p> |
| M. Walsh | Let's propose the 5% at 5 years to Charter, then back up from there with a sliding scale. |
| R. Potts | <p>Tasks: Mark Walsh will review the southbridge document</p> <p>R. Potts will get operating budgets out to everyone and a list of towns to research.</p> <p>R. Potts will followup with bill August.</p> <p>R. Potts will compile a list of names for Board of Directors for Pub. Access. Corp.</p> |
| R. Potts | Dave has been working with Joe Traverso on IT town needs. The INET is not going to be accepted by Charter. Dave is going to come up with a proposal for Verizon to see if they can come up with something and use it as a bargaining chip with Charter. |
| M. Boyajian | Proposed that Dave look into Juno for DSL connection options. |
| R. Potts | Don Campbell - Wordpress: research Wordpress-powered sites; share with whole committee. What should we put on our website/ideas for content. |
| R. Potts | Motion to adjourn |
| M. Walsh | Seconded motion to adjourn. |
| | Meeting adjourned at 8:46pm |

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Minutes Approval

| Name | Signature |
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| Richard Potts | |
| Mark Boyajian | |
| Mark Walsh | |
| David Pease | |
| Debra Spratt | |
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