

Montague Cable Advisory Committee
Meeting was remote by Zoom
Meeting Minutes for March 5, 2024.

Meeting convened 3/5/2024 5:34 pm via Zoom. This meeting was recorded.

Members present: Kristi Bodin, Jason Burbank, Ryne Hager, Richard Kuklewicz.
Also present: Steve Ellis.

Cable Advisory Committee Meeting Minutes

Meeting was called to order at 5:34 pm.

1) Minutes Approval

Minutes from previous meeting 2/8/2024 were reviewed. Jason suggested that the detailed review of the MCTV 2022 annual report by individual contract requirement would be best saved for the current meeting where we will take it up again. Kristi moved that we approve the minutes as so amended, Rich seconded, Kristi, Jason, Ryne in favor, Rich abstains.

2) Discussion of Comcast Relicensing process.

To provide background to the contract renewal process Jason presented the committee with a document from 2015 which itemized points of divergence from the town's RFP and Comcast's proposed contract. We make mention of some of these items. The level playing field for example. Serving of various areas of town. Steve has received some maps showing Comcast's system in town but they seem not detailed enough to pinpoint unserved areas. Jason may have maps showing the more recent MBI funded buildout. Steve suggested that the origination drops may be provided by other than Comcast, noting town hall has Crocker as an internet service provider.

Another issue of interest, pending our survey, could be senior discounts.

An issue likely past, a local office. Greenfield was a requirement of the last contract but that office was closed. Closest now is likely Holyoke.

We discussed the benefit of including internet access in our surveys.

Steve Ellis has made contact with Kathy Bisbee and Al Williams who have been involved in PEG access stations and cable provider contracts. They are willing to discuss these matters with us. Jason and Ryne are assigned to take part.

3) Consider Options for Legal Representation

This topic is tabled for this meeting.

4) MCTV 2022 Annual Report Feedback

Following are the results of our the MCTV 2022 Annual report following point by point the contract requirements. Although out of the review period we sent this to MCTV on 3/9/2024 to help them with their preparation of the 2023 Annual report. We asked them to Include a point by point summary in the same format.

It was noted in the discussion that part of their community interactions have been to run contests in the Montague reporter and asking for cellphone videos to augment more conventional filming.

Obligations of Provider Review

5.1 (maintain 501C) complete.

5.2 (maintain governance structure) complete

5.3 (open meeting law) complete.

5.4-1 (censorship free, develop programming, make facilities available, be responsible for fundraising) Complete except for description of fundraising.

5.4-2 (outreach to the various segments of the community) complete, although we've always had concerns about minority and non English speaking segments,

5.4-3 (Cablecast meetings) complete.

5.5 (Manage PEG channels, facilities, and equipment on a non-discriminatory basis) compete.

5.5-a (Teach television skills) Assumed complete but short on details

5.5-b (Manage funds for PEG access) Complete,

5.5-c (Schedule PEG broadcasting) complete

5.5-d (Manage and maintain facilities and equipment) complete.

5.5-e (maintain technical quality) complete

5.5-f (Cablecasting decisions not based on content) complete.

5.6 (Promulgate regulations) assumed complete but some documentation would help.

5.7 (maintain studio and make available on a schedule) complete.

5.8 (public log of programming and producers) could use a clearer description.

5.9 (Reports) generally complete but lacking in some detail as noted below:

5.9 c. Annual report review:

- 1) (Summary of PEG access program) complete
- 2) (Summary of community input) Description is lacking
- 3) (Changes in staff roster or job descriptions) Can be unclear.
- 4) (Description of outreach) complete but don't quit! \
- 5) (Description of fundraising) not provided
- 6) (Description of training) complete.
- 7) (Description of facility and equipment use) complete.
- 8) (Description of programming and original content) complete.
- 9) (Current inventory, inventory purchased or retired, expenditures)
Incomplete.

5.10 (Complaint/compliment file) No description provided

5.11 (President of board and staff available) complete.

5.12 (Engage in outreach) Complete but don't give up!

5.13 (Database of programs in library) Check — available on website.

5.14-15 (Defend and hold harmless the Town) Complete, let's not test it! check

5.16 (Maintain a community calendar) complete.

5.17 (Workman's compensation, general liability insurance, etc.) please provide certificates.

5.18 (Insurance for equipment) needs description.

5.19 (Maintaining facilities) complete

5.20 (Line item accounting) complete

5.21 (Provide community access services using Provider resources, non discriminatory) complete.

5.22 (effort to recruit Montague residents) complete

5.23 (effort to develop Montague-based programming) complete.

Next Meeting

Next meeting is scheduled for April 9, 5:30 pm to occur via Zoom.

Burbank entered a motion to end the meeting, seconded by Kristi, all are in favor. Meeting adjourned at 7:09 PM