

**TOWN OF DEERFIELD
CABLE COMMITTEE
May 21, 2013
DRAFT MINUTES**

Present: Deb Boisvert, Harriet Cady, David Sakowich, Kate Alexander

Call to Order

The meeting was called to order at 6:09 p.m.

Approval of Minutes

Motion: Chairperson Boisvert made a motion to amend the minutes of the January 15, 2013 to reflect that Mrs. Cady was not absent from the meeting. **Seconded:** Ms. Alexander seconded the motion. **Vote:** Unanimous approval.

Old Business

-Cable Survey Update: There is no update. The survey is closed and the item will be removed from future agendas.

-Selectmen Meeting Room Public Access Equipment: Chairperson Boisvert stated that the equipment is being moved to the lower meeting room when construction is completed.

-Character Generator & Public Access Channel: The committee discussed the use of the character generator for the town bulletin board on the town cable channel. People trained to use the character generator need to be approved by the Board of Selectmen. The committee discussed looking into how other communities handle the cable bulletin board and who posts information to it. The committee also discussed how to grow the Public Access Channel and possibly have more programming available. Mr. Sakowich was concerned that this discussion is beyond the scope of the cable television committee. The committee discussed looking into the issue further. Mrs. Cady will be contacting other communities to see how their cable bulletin boards work. Ms. Alexander is looking into the previous minutes of the Board of Selectmen to see if the board discussed what the role and scope of the Cable Committee should be.

-School Board Meeting: Chairperson Boisvert attended the Deerfield School Board meeting on April 3, 2013 to get information on whether the Board was interested in having an Education Access Channel. The information was needed for negotiations with MetroCast. The board indicated that they would be interested in having an Education Channel during the term of the next contract

-Board of Selectmen Meeting: Chairperson Boisvert attended the April 22 2013 meeting of the Board of Selectmen to get information needed for contract negotiations with MetroCast. The board indicated that they would like a cable line provided to the Deerfield Transfer Station and the Birch Road Fire Station during the term of the next contract.

New Business

-Contract Negotiations: Chairperson Boisvert attended the latest negotiations with MetroCast and the communities that make up the consortium. A discussion was held by the cable committee regarding contract negotiations with MetroCast which included road extensions; technology grants; franchise fee, Public Access, Education and Government Programming; Lakes Region Public Access. Chairperson Boisvert indicated that contract template will be ready soon. The last negotiating session is scheduled for May 30, 2013. Chairperson Boisvert also indicated that the town would be billed for about 10 hours of negotiations and the finished contract could take another 4 or 5 hours.

-Audit Questions: The committee decided not to ask the town any specific audit questions. The committee discussed asking the Selectboard what changes they would like to see in a new contract. The committee also discussed informing the Selectboard of the impact of the franchise fee since this is set by the Selectboard and has an impact on a MetroCast customer's bill.

Meeting Adjourned

Motion: -Motion to adjourn by Ms. Alexander. **Seconded:** Chairperson Boisvert. **Vote:** Unanimous
Adjourned at 7:08 p.m.

**Next Meeting: June 18th, 2013 at 6 p.m.
George B. White Building**

The Minutes were Transcribed and Respectfully Submitted by David Sakowich
Pending Approval of the Deerfield Cable Committee