



# 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: Wednesday, November 19th, 2014, at 7:00 p.m.  
MEETING OF: Cable Advisory Committee

(Signature)

12-2-2014

(Date Signed)

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Present: Barbara Acksen, Ex-officio: Selectman Bob Espindola

Absent: Ronnie Medina

Guests in attendance: None

The meeting was called to order at 7:04 P.M.

Mr. Espindola noted that Mr. Medina had called and explained that he was not feeling well and would not be able to make the meeting. The two (2) remaining members still fill a quorum.

#### Minutes of Meeting

Barbara Acksen motioned to accept the minutes of the prior meeting (October 28th).

Bob Espindola seconded.

No further discussion

The vote was unanimous

The Committee reviewed a proposal submitted by Mr. Chuck Sherwood of Community Media Visioning.

The committee decided that the last bullet in the proposal was not appropriate since it

suggested working with a lawyer on the next Comcast Contract negotiation. That negotiation would be done by the Board of Selectmen. Mr. Sherwood indicated that he would be available during the time of the CAC meeting for a call so Mr. Espindola called him and placed the call on "Speaker Phone" for the rest of the committee to hear. The Committee explained to Mr. Sherwood that he should strike the last bullet from his proposal and send it to us. The Committee also explained that they would need an hourly rate from Attorney Solomon and some idea about the time that would be involved in coordinating the legal aspects of the work outlined in Mr. Sherwood's proposal. Mr. Sherwood agreed to contact Attorney Solomon to work out the details of what the work scope would be and ask Attorney Solomon to send a quote to Mr. Espindola via e-mail.

The committee agreed that we should each do some research on how other Towns spending authorization with Cable Subscription fees is handled with communities that are not Non-Profits. Mr. Espindola will ask Attorney Solomon for references of other Communities that currently are Town Department operated as references to find out how they manage their spending.

The Committee decided to hold the next meeting on December 2<sup>nd</sup>, at 6:00 P.M. at the Town Hall.

Bob Espindola motioned to adjourn at 7:56 P.M.

Barbara Acksen Seconded

No further discussion

The vote was unanimous

Submitted by Bob Espindola, acting Secretary

# COMMUNITY MEDIA VISIONING

"Services for Managing the Telecommunications Transition"

96 Kings Row Drive  
South Dennis, MA 02660

(508) 385-3808 (voice)

chuck.sherwood @verizon.net (email)

November 6, 2014

Bob Espindola, Selectman  
Town of Fairhaven  
40 Center Street  
Fairhaven, MA 02719

## Proposed CAC Consulting Services Memo

Dear Bob:

It was a real pleasure to meet with you and the other members of the Fairhaven Cable Advisory Committee on Tuesday, October 28<sup>th</sup> to discuss the consulting needs of the committee that Bill Solomon and I could provide to the Town.

Based on our discussion, I have put together a series of tasks regarding the needs the committee outlined.

- Provide help to the CAC in organizing an Outreach and Education Event for the Community and Business Leadership of Fairhaven so they will work with the CAC to have the Board of Selectmen approve the creation of a Public Access organization.
- Once the Board of Selectmen approves its creation, Bill Solomon and I will work with the CAC on the organization process, which would include:
  1. Decide the composition of the Board of Incorporators
  2. The development of Articles of Incorporation and By-Laws
  3. Submission of these document to the Secretary of State for Charitable Organization recognition
- Work with the CAC to decide whether to hire and Interim Director of an Executive Director for the start-up Access Organization
- Work with the CAC to establish the location and select the television production and distribution equipment for the start-up Access Organization
- Work with the Board and Director of the Access Organization to establish the Operating Rules and Procedures of Public Access
- Work with the Board and Director to organize a Launch Event for the Access Organization

- Work with William F. Solomon, as the Town of Fairhaven's Special Cable Counsel, to take the Town through the cable license renewal process

My consulting fee for providing these services is \$90 per hour and my drive time fee is \$45 per hour. The time necessary to complete each of these separate tasks will vary from task to task but should not exceed \$3,600.

Sincerely,

Chuck Sherwood  
Principal  
Community Media Visioning