

TOWN OF PRINCETON, MA  
Cable Advisory Committee  
Meeting Minutes  
November 30, 2016

CAC members in attendance: Darcy Rowell Paul Caneen,, R. Lane Ware, and David Union.

BoS in attendance: None

Advisory Board members in attendance: None

Guests: Town resident

Cable Advisory Committee Agenda:

Old Business

- Approve Minutes

- Discuss Old Business

- Documents posted on CAC website

- Form 100 Analysis

- Review clarification questions for IAR

- Review IAR document language

New Business

- Assign Tasks

Public Comment

The meeting was called to order at 6:30 PM.

Draft Minutes of November 16, Meeting were amended.

Motion to approve amended Minutes of November 16 Meeting was approved unanimously .

Darcy reported that the Holden Charter License has been posted on the Town website.

The committee reviewed the revisions to the Form 100 analysis incorporating comments from the previous meeting. The Form 100 analysis was approved unanimously.

Clarification Questions for IAR

- The committee reviewed the Clarification Questions provided in the draft provided by David Union.

## Charter Clarifications

- a. Item 5 Proposed start date, was revised to add additional potential start dates.
- b. Under Item 5 the following question will be added. Does the new MBI RFP process effect anything in your Form 100 application?
- c. Item 11 Describe proposed procedures for handling customer service inquiries, was revised to reflect potential system reconfiguration to address slower than advertised speeds at a subscriber location.
- d. Item 15 Public, Educational, Government (PEG) channels. Items F and G of the draft will be added under this item.
- e. Item 20 Parts of Town included. The second sentence of the initial draft item 1 was deleted. Item 2 was edited for grammar.

## Comcast Clarifications

Paul and Phil will review the Comcast clarifications for next meeting

## Review Draft IAR

- a. The Introduction section taken from the Sterling License will be replaced with new language reflecting the Princeton IAR.
- b. Article 1 Definitions
  - a. The entire document should undergo a Find and Replace edit to remove the Renewal ahead of License.
  - b. Effective Date should include a blank underline
  - c. The entire document should undergo a Find and Replace edit to remove Comcast of Massachusetts I, Inc.
  - d. An attorney should provide a definition of Private Way to be included.
  - e. Delete Renewal License definition
  - f. Standard Installation Revised to read: The installation which can be completed using a Drop of up to three hundred fifty (350) feet from the Public or Private Way.
- c. Section 2.1 Grant of License (a) and (c) delete "within the Public Way"
- d. Section 2.2 Term: Non-Exclusivity Replace ten (10) with fifteen (15). Provide blank underline for dates
- e. Section 2.3 Renewal delete "additional" ahead of renewals
- f. Section 2.4 Reservation of Authority delete "in and to the public ways"
- g. Section 2.5 Non-Exclusivity of License (a) add "and Private Ways" after two occurrences after Public Ways
- h. Section 2.7 Removal and Abandonment add "and Private Ways" after Public Ways
- i. Section 2.8 Transfer of the License (c) add "and Private Ways" after Public Ways

- j. Section 3.1 Area to be served (a) Correct text to read forty five and ninety ahead of numbers.
- k. Section 3.2 Line Extension Policy to be replaced.
- l. Section 3.3 Installation Schedule delete Institutional
- m. Section 3.3.1 The entire document should undergo a Find and Replace edit to replace Grantee with Licensee. Effective Date should be capitalized. Delete “within 1 years after the date” and replace with “on”. Delete “whichever is sooner.”
- n. Section 3.3.2 the entire document should undergo a Find and Replace edit to replace Municipality with Town, Delete “If required by the Municipality” ahead of Licensee. Delete the last sentence of this section.
- o. Section 3.3.3 Proof of Performance Tests the entire document should undergo a Find and Replace edit to delete Franchise with License. Delete Town Clerk and replace with Issuing Authority. Delete Leased access Channels paragraph.

## New Business

### Assign Tasks

Paul will review Comcast clarifications with Phil.  
Darcy will provide new wording for the Introduction Section  
David will incorporate revisions discussed in the meeting  
Lane will provide new wording for the Line Extension and non-standard installation charges.

Please provide new language to David by Saturday afternoon to allow its inclusion in next weeks meeting.

There were no public comments.

The meeting was adjourned at 8:30 PM.

Submitted :

R. Lane Ware