

Meeting Minutes
November 8, 2011
West Boylston Cable TV Advisory Committee

Members present: Frank Jansen, Jason Kunst, John Schlichte

Others present:

The meeting was called to order by Chairman Frank Jansen at 7:05 PM.

As Dale Keirstead, committee secretary/clerk, had notified the committee that he would not be able to attend the meeting, John Schlichte volunteered to take the minutes for the 11/8/2011 meeting.

The minutes of the October 18, 2011 meeting were reviewed and approved with an amendment by John to include the following addition:

The committee also reviewed two individual community concerns regarding services provided by Charter Communications. Approval of the 10/18/2011 minutes was made with a recommendation by Jason, 2nd by Frank, and unanimous vote of those present.

Frank distributed copies of the updated, previously discussed letter intended to be sent to Department Heads of the Town of West Boylston requesting their input regarding the contract renewal with Charter Communications that expires in December 2012. Committee members reviewed and approved the use of the content of the letter as presented with a recommendation by Jason, 2nd by John, and unanimous vote of those present.

Frank also distributed the updated, previously discussed content of a West Boylston Cable TV Current Provider Services Survey which was likewise reviewed and approved with a recommendation by John, 2nd by Frank, and unanimous vote of those present.

As the Cable TV Advisory Committee is still awaiting a response from Charter Communications to set a date for a representative to attend a future Cable TV Advisory Committee meeting, Frank will make a follow-up contact with Tom Cohan at Charter Communications to set a date and contact committee members accordingly.

The committee discussed a need for a date to schedule a public hearing regarding considerations for contract renewal and Frank indicated that he would review the matter with the town administrator, Leon Gaumond, with the expectation that a future meeting in February or March may be suitable. A service provider Form 500 for customer complaints/issues will also be reviewed by the committee prior to the public hearing. Frank will make arrangements for distribution of the previously discussed letter to department heads and the survey in printed and online form; contacting committee members for additional assistance as needed.

Frank requested that committee members each review a Cable TV contract from another town/municipality of somewhat similar size to West Boylston and be ready at the next meeting to discuss particular items from those contracts (i.e. creative ideas related to public access in general) that might be suitable considerations for our town's contract renewal. He indicated that he would shortly forward to committee members Internet links to these public record contracts through which they could select a contract to discuss at the next meeting scheduled on December 6, 2011.

The meeting adjourned at 7:35 PM with a motion by Frank, 2nd by Jason, and unanimous vote of those present.

Respectfully submitted,

John Schlichte, Acting Secretary for the 11/8/2011 Meeting