

Cable Advisory Committee Meeting
Minutes - DRAFT
June 20, 2018

Location: Academy Building, Hearing Room located at 66 Central Square, Bridgewater, MA.
A quorum was reached, and the meeting was called to order by Mr. Gillis at 6:30 pm

The following Voting Committee Members were present:

Mr. Joe Gillis, Chair

Ms. Sherly Phillips

Mr. Eric Christiansen (arrived at 6:50pm)

The following were also present:

Mr. Jason Rawlins, Town Attorney

Mr. Michael Dutton, Town Manager (until 7:35pm)

1. **INTRODUCTIONS.** The members introduced themselves, and the other attendees did so as well.
2. **REVIEW OF THE COMCAST RENEWAL PROPOSAL**
The members reviewed the terms of the Comcast renewal proposal. Attorney Rawlins walked through the proposal. Of note, the following points or questions were offered by the committee:
 - a. The term “gross annual revenue” should be very well defined since this is the figure which is used to calculate Bridgewater’s cable revenue.
 - b. The non-exclusivity language proposed by Comcast should be carefully analyzed to ensure it does not preclude other vendors from entering the Bridgewater market.
 - c. Was the current agreement violated when Comcast refused (or was unable) to repair the I-Net system?
 - d. Free cable drops should be required in all municipal buildings, including future buildings.
 - e. The Town should require “strand” maps which clearly map the cable network. This is important for public safety departments to know, and is important for the Town to have available if complaints are filed.
 - f. Language should be added to ensure that private property is restored to its original state if disrupted by Comcast’s work on public property or public easements.
 - g. Continuity of service language should provide some notification and/or rate rebate if cable service experiences an outage for a prolonged period.
 - h. Franchise fee of 5% is acceptable to all members (this is the maximum permissible).
 - i. Comcast should be required to provide financial documents as backup to the fee calculation.
 - j. Are senior citizen rate discounts available? Is this something the Town can negotiate, or is it considered a rate that can only be approved by Department of Telecommunications and Cable?

- k. Proposed cable-related/PEG access capital support payment proposal of \$100,000 over ten years seems low. Should this amount compensate for the loss of I-Net service? If the Town has run its own fiber network, Comcast has no equipment to maintain. The Town should benefit more from this scenario.
 - l. Customer service language should be strengthened to protect consumers. This provision should also require customer service standards.
3. **NEXT STEPS:** The next step is for the Town Attorney to create revisions, and have the Committee review them at a future meeting. At that point the changes will be sent to Comcast as part of the negotiation.
4. **REVIEW OF UPCOMING TASKS AND TIMELINES:**
 - a. Town Manager Dutton will reach out to Comcast to try and secure a Word version of their proposal so that Attorney Rawlins can make redlined edits.
5. **NEXT MEETING FOR FULL COMMITTEE:** Next meeting TBD based on Committee availability and progress made by staff.
6. **ADJOURNED:** 7:45pm