

CABLE TELEVISION ADVISORY COUNCIL OF
SOUTHEASTERN CONNECTICUT
REGULAR MEETING MINUTES

September 8, 2016, Regular Meeting, 5:30 p.m.
Groton Public Library, 52 Newtown Road, Route 117,
Groton, CT 06340

IN ATTENDANCE: Dean Antipas, Jim Kelley, Shawn Greeley, Leon Palmeri, Neil Kluepfel, and Mark Russell.

ABSENT: Bill Hakkinen, Jim Loughlin

COMCAST REPRESENTATIVES: John Barios

THAMES VALLEY COMMUNICATION REPRESENTATIVE: Rex Buettgenbach

SEC-TV REPRESENTATIVE: Absent

Recognition of members of the public for public comments: None

I. Reports

1. Secretary's Report: Kelley motioned to accept the minutes of the June 30, 2016 meeting, Kluepfel seconded. Minutes accepted unanimously.
2. Treasurer's Report: The current Treasurer's Report was handed out by Antipas. The current statement reflects the activity on Council's checking account for the months of July- August 2016.

<i>Beginning balance 6/30/16</i>	\$ 25,473.13
CREDITS	
EXPENSES	
7/26 & 8/23/16 Monthly Service Charges	6.00
6/30/16 Valerie Koschmieder (ck#817)-Minutes	100.00
 <i>Current checking account balance</i>	 \$25,367.13
3. Comcast Report: Barios reported on channel line-up changes, the resolution of a customer complaint and the enhancement of the Internet Essentials Program. Russell asked for confirmation that channel 19 will not broadcast in HD on their system. That was affirmed. TVC stated that once their system is re-built they hope to offer that enhancement to community access.
4. SEC-TV Report: Report was emailed to the council prior to tonight's meeting and listed 31 shows in produced or being produced. Greeley reported that Frontier has started to offer video service (formerly the AT&T Uverse) in the Groton area. He reported that Facchini has started the process of getting the community access channels included into the Frontier system..
5. TVC Report: TVC's new GM, Rex Buettgenbach, reported on various outages in August, programming updates and community outreach programs. He announced that TVC will participate in the FCC's nationwide EAS system on 9/28/16 and that the migration has been completed for several satellite feeds.

II. Old Business

1. Council recruitment - Antipas reported that vacancies still exist in N Stonington, Stonington, Ledyard and Voluntown. The council is actively looking for recruits.
2. Formal approval of revised bylaws.- Motion to adopt the revised bylaws as written in the draft (attached to minutes) was made by Kelley, seconded by Palmeri. Approved unanimously.
3. Continued discussion of new grant program - After a lengthy discussion, three options on how to possibly implement a grant program were outlined.

Option #1 - Continue with the past practice of soliciting grant proposals where all franchise towns will have the opportunity to submit proposals for grant projects (see attached guidelines that were used in the past).

Discussion highlights: Any town granted money last round that did not execute on follow up procedures (#10 on guidelines) may be excluded.. Several councilors noted that Voluntown and No. Stonington did not follow through enough with using the grants to produce and air programming on Community Access. There was also some discussion on possible visits by council members to sites to determine qualifications for awards.

Option #2 – Grant money to be split among the three community access entities (GPS, GMTV and SEC-TV)

Discussion highlights: By distributing the funds directly to the community access entities for equipment, it would help guarantee that the council's goal of improving community access would be met and it would greatly simplify the grant process. The community access entities would have to use the funds for equipment and would have to report to the council on the items that they purchased with the funds. There was a discussion on whether the funds would be distributed evenly or in some other configuration.

Option #3 – Allow the total grant money to increase over the next year or two before starting the Grant Program.

There was also a brief discussion on the maximum amounts to award ranging from \$5,000 to \$7,000. A final decision on how to handle a possible grant program was postponed until the November meeting when more council members were present (Hakkinen and Loughlin).

III. New Business

1. Content of council roster.

Council decided to limit personal information of council members that will show on the website to name and town representing. All Town registers are required to provide further FOI information. Internally, addresses and phone numbers will be provided.

2. Website updates - Website has current content. A counter will be requested so the council can see traffic counts.

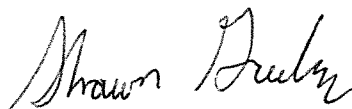
IV. Communications

Greeley reported that the Groton Public Library's proposed studio lighting system replacement project has been approved for the Neighborhood Assistance Act Program. He encouraged local providers to consider supporting local franchise projects whether it's the library's or one of the other 5 or 6 listed on the State website.

Antipas: Read a letter from resident's displeasure about the YES network having been dropped.

V. Adjournment – Adjourned meeting at 6:55 p.m.

Respectfully Submitted,



Shawn Greeley
Secretary of the Cable Television Advisory Council of SE CT

CTACSC

Cable Television Advisory Council of Southeastern Connecticut
P.O. Box 323, Groton, CT 06340-0323



TREASURER'S REPORT

September 8, 2016

Beginning Balance 06/30/2016 \$25,473.13

Deposits & Credits

none

Debits

06/30/16 – check 817 – Valerie Koschmieder (minutes) (100.00)

07/26/16 – monthly service charge (3.00)

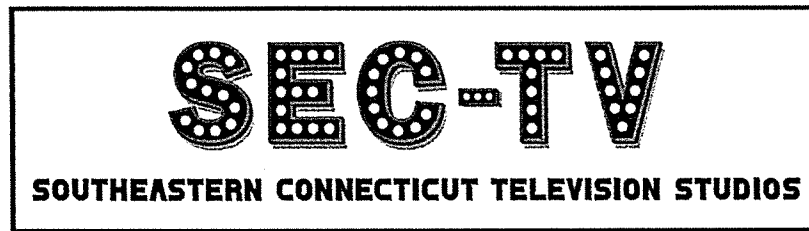
08/23/16 – monthly service charge (3.00)

Ending Balance 08/23/2016 \$25,367.13

Subsequent Activity

none

Ending Balance 09/08/2016 \$25,367.13



80 Plaza Court, Groton CT 06340

860-449-1477 www.sec-tv.org

Located in the Groton Shopping Plaza between Benny's and Groton Post Office.

Community Access Provider Update September 8, 2016

We are working with Frontier Communications on carrying all of the Public, Educational, and Government Access Channels.

SEC-TV LOCALLY PRODUCED PROGRAMS OR IN PRODUCTION AT THE STUDIO AND/OR ON LOCATION:

Wheeler Library Seed Lending Library - Lecture series on growing vegetables organically

Noank Historical Society 50th Anniversary - Recorded talk by Stephen Jones

18th Senate District Candidates Debate- League of Women Voters

Tours of Fine Arts and Architecture - Dr. Michael Sullo-Local museums and exhibits are discussed.

Boating Safety- DEEP hosted by Jerry Desmond

Books and Things with Tom-Tom Santos interviews local authors

Potluck Politics-Peter Roper discusses local and statewide issues with guests

Community Culture Showcase-Harriet Grayson focuses on artists, history, events

From This Corner TV-Marilyn Dayton discusses local events with guests

Health Buzz- Marlisa McGlaughlin and Patrick Moore discuss natural health

LaGrua Center-programs at the center

Mystic Matters-Susette Tibus discuss events with local residents



Advisory Council Meeting
September 8th, 2016

- Series of electrical brown outs on 8/12 thru 8/14 effected TVC with a few outages, our system stayed up on battery power. Several areas had electrical issues in late PM and our customers lost TVC after our standby power supply batteries were drained. Service was either continued via generators or once commercial power restored.
- Traffic accident on Greenhaven Road on 8/16/16, Stonington broke telephone pole and cut our fiber lines to a small area on south side of Pawcatuck. We lost service for 10 hours until we repaired fiber lines.
- Tree fell across electrical power lines in Balfour Beatty subdivision on 8/23, power outage to areas effected TVC.
- Programming updates:
 - We are currently notifying customers that on October 10th Game Show Network- channel 77 will be moving to channel 75. We rescheduled this from its original date of August 15th.
 - Funimation –channel 172, was rebranded as Toku.
- TVC has continued our community outreach programs, which includes; sponsorship of the Groton Parks and Recreation’s Summer Concerts at Esker Point, participation in local Farmer’s Markets, Mystic Eats, Groton Days, etc.
- TVC will participate in the FCC’s nationwide Emergency Alert System test on 9/28/2016. The nationwide test will assess the reliability and effectiveness of the EAS, with a particular emphasis on testing FEMA’s Integrated Public Alert and Warning System (IPAWS), the integrated gateway through which common alerting protocol-based (CAP-based) EAS alerts are disseminated to EAS Participants. These improvements will help ensure that all members of the public, including non-English speakers and individuals with disabilities, will receive emergency information. The test will provide an opportunity to evaluate this and other

**CABLE TELEVISION ADVISORY COUNCIL OF SOUTHEASTERN CONNECTICUT
BYLAWS**

Article I: Name

Section 1: The name of this organization shall be The Cable Television Advisory Council of Southeastern Connecticut, hereinafter referred to as the Council.

Article II: Purpose and Scope

Section 1: Pursuant to the State of Connecticut ~~Department of Public Utility Regulatory Authority Control~~ Docket No. 11407, Sections 16-333 25 thru 30 and State of Connecticut File No: 697, An Act Concerning Cable Advisory Councils and Programming on Community Antenna Television Systems, this Council is established for the purpose of:

- A. Advising the Franchise Area Cable Television Operators, hereinafter referred to as the Operators, the general public, the 3rd party Community Access provider, and the ~~Department of Public Utility Regulatory Authority Control~~ or its successor on matters related to the administration of Cable Television (CATV) CATV statutes and regulations;
- B. Assisting public educational systems within the franchise area in the utilization of CATV services;
- C. Assisting libraries within the franchise area in utilization of CATV services;
- D. Relaying information pertinent to, but not limited by, items A, B and C above to the Operators and to the 3rd party Community Access provider;
- E. Acting on any other matters not specifically excluded by the above-mentioned Docket as a majority of the Council members present at any ~~m~~Meeting shall deem appropriate and which relate to the provision of CATV services to the public and/or private sectors of the towns within the franchise area;
- F. Advocating cost containment;
- G. Continuing to advocate for the needs of franchise members;
- H. To continually review the cable channel lineups and advocate for customer requests;

- I. Raise the public awareness of the Advisory Council, inform the community of the Advisory Council's role, and solicit public opinion and needs.

Article III: Membership

Section 1: Membership of the Council shall be as set forth in Docket No. 11407, sections 16-333-25 through 16-333-28, inclusive, and shall include voting members representing the general public and the boards of education of the towns within the franchise area, one voting member representing all libraries of public use within the franchise area, and one non-voting member representing each Operator.

Article IV: Functions

Section 1: The council shall, as set forth in Docket No. 11407, Section 16-333-30, give advice to the Operators and to the 3rd party Community Access provider upon such matters affecting the public as it deems necessary.

Section 2: The Council may, insofar as such actions are not specifically prohibited by any provision of the above-mentioned Docket, request information from and provide information to the Operators, the public and or private sectors of the franchise area towns, the 3rd party Community Access provider, and the boards of education and libraries of the towns.

Section 3: As set forth in Section 16-333-30, The Council shall annually on a date not later than ~~the first day of August~~, January 31 file a written report with ~~the Department of Public Utility Control~~ PURA concerning its activities for the preceding twelve month period ending ~~June 30~~ December 31.

Article V: Officers and Elections

Section 1: The Council shall elect from its membership a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. At its option the ~~e~~Council may, by majority vote, elect a Recording Secretary, not a member of the Council, in addition to the Secretary elected from the membership. Such a Recording Secretary shall serve for a term determined by the Council.

Section 2: Officers shall be elected at the regularly scheduled May meeting and shall serve for a period of one year or until their successors are elected. The term of office shall commence from the time of the election.

Section 3: Names may be placed in nomination by any Council member at or after the March meeting and up to the time of balloting.

Section 4: In the absence of a motion for election by acclamation, voting shall be by secret ballot. Proxies and absentee ballots shall not be recognized.

Article VI: Nominating Committee

Section 1: If by the time for adjournment of the March meeting, names have not been placed in nomination for all offices, a Nominating Committee of not fewer than one (1) Council member shall be appointed by the Chairperson. Such appointments shall be the last order of business for the March meeting and shall take precedence over any motion to table or adjourn.

Section 2: Said Nominating Committee shall ~~present report~~ a slate of candidates to the Chairperson at least 15 days prior to the date of the May meeting; ~~the names of the nominees shall be included with the agenda of the May meeting and shall be mailed to all Council members.~~ Additional nominations can be accepted from the floor at the May Meeting.

Article VII: Duties of Officers

Section 1: All officers shall perform the duties prescribed by the parliamentary authority adopted by the Council and by other action of the Council itself, except that the following Sections of this Article shall take precedence in any case of conflict.

Section 2: The Chairperson shall preside at all ~~r~~Regular and ~~s~~Special meetings, shall be a voting member ex officio of all committees of the Council, shall prepare an agenda for inclusion with the notice of all regular and special meetings, and shall insure that ~~notice of all meetings are sent to all Council members~~ notice is publicized according to current Freedom of Information practice.

Section 3: The Vice-Chairperson shall perform the duties of the Chairperson in the absence of that Officer and shall perform such other duties as may be assigned by the Chairperson of the Council.

Section 4: The Secretary shall keep minutes of all ~~m~~Meetings and shall send copies of such minutes to all Council members, the Operators, and any other individual or agency named by the Council.

Section 5: The Treasurer shall maintain the financial books of the Council, shall disburse funds in accordance with these Bylaws as directed by the Council or the Chairperson, and shall prepare a ~~monthly financial report~~ financial report for each Meeting.

Article VIII: Meetings

Section 1: The Council shall meet on the second Thursday of every other month from September to May, inclusive; the times and locations of such ~~m~~Meetings shall be made known to all Council members and to the public not less than one week prior to each ~~m~~Meeting.

Section 2: Special ~~m~~Meetings may be called by the Chairperson or by a written request of three members; at least 24 hours notice shall be given of such ~~m~~Meetings. The purpose or agenda of any special meeting shall be included in such notification.

Section 3: Meeting dates and locations may be changed at the discretion of the Chairperson or by majority vote of the members present at any ~~m~~Meeting; due notice of any such change shall be given to all members and posted publicly.

Section 4: For all ~~r~~Regular and ~~s~~Special meetings, a quorum shall be defined as not fewer than five members, representing at least three-fifths of the member towns, including at least one elected officer.

Article IX: Committees

Section 1: Council ~~e~~Committees shall be established at the discretion of the Chairperson.

Section 2: Subject to the approval of the members of the Council, non-members may serve on ~~e~~Committees, but shall have no voting privileges at ~~m~~Meetings of the Council. The non-members may fill offices at the discretion of the Council.

Section 3: The ~~e~~Chairperson of each ~~e~~Committee shall be elected by the ~~e~~Committee from among its Council members.

Article X: Rules

Section 1: The latest edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of all ~~m~~Meetings of the Council, and its constituent parts insofar as they do not conflict with these Bylaws or with any provision of Docket 11407.

Article XI: Funding, Budgeting, and Disbursements

Section 1: Council expenses are primarily met by the Operators per existing State Statutes. Additional Council expenses shall be shared by the towns in the franchise area.

Section 2: Disbursement of funds for any reason shall be made through the checking account of the Council. All receipts and requests for reimbursement shall be made directed to the Treasurer.

Section 3: Amounts up to two hundred and fifty dollars, for Council expenses only, may be expended at the discretion of the Chairperson; expenditures of over two hundred and fifty dollars shall require prior approval of a majority of members present and voting at any meeting.

Section 4: Council records shall be available to the appointing agencies of member towns in a timely fashion upon receipt of a written request.

Article XII: Attendance

Section 1: Members are expected to attend all regular ~~m~~Meetings of the Council.

Section 2: Should any member be absent from three consecutive ~~m~~Meetings the Chairperson shall contact that individual in writing and may send a copy to the appropriate appointing agency.

~~Section 3: Should any member be absent from four consecutive meetings, the Council may, by a majority vote of members present and voting at any meeting, direct the Chairperson to request the resignation of said member and to request that the appropriate appointing agency name a replacement.~~

Section 3: Each member of the Advisory Council shall serve for a term of two (2) years from the first day of July in the year in which such member is appointed. If an Advisory Council member has three consecutive unexcused absences or does not attend 50 percent of meetings duly noticed and held within a 12-month period, then the member will be deemed to have resigned from the council. The Chairperson will notify the appropriate appointing agency of the vacancy and request that they appoint a replacement.

Article XIII: Consultants

Section 1: The Council may seek and employ consultants when deemed necessary to provide advice or perform specific tasks as directed.

Article XIV: Guest Policy

Section 1: Members of the public shall be welcome as guests at any regular ~~m~~Meeting of the Council.

Section 2: Members of the public may present written requests for information to any Council member at any time; a period of time at the beginning of each regular mMeeting shall be reserved for questions or comments from guests.

Section 3: Guests may neither vote nor participate during the body of the mMeeting.

Section 4: Guest policies at sSpecial mMeetings shall be at the discretion of the Chairperson.

Article XV: Amendments

Section 1: The Bylaws may be amended by a majority vote of the Council members present at any rRegular or sSpecial mMeeting, provided that a written copy of any proposed amendment(s) was submitted to the Council Chairperson at the previous regular mMeeting and provided that copies were mailed to all Council members within one week after such submission.

DRAFT

**CTACSC Public, Educational, Government (PEG)
Funding Program Rules, January 20163**

1. The town or school district may request a CTACSC grant for a PEG-related expenditure.
2. The request must be in writing, endorsed by the Mayor or First Selectman of the town.
3. The request must be received by the CTACSC no later than the start of the May 20163 CTACSC Regular Meeting
4. The request must be for an expenditure reasonably expected to enhance the community's ability to provide PEG programming activities.
5. Requests for hardware or software funding, (i.e. not services) will be given higher consideration.
6. Awards to each town or school district will be approved by the CTACSC, and a simple majority vote rules. Approval will be guided by the reasonableness of the request; how it fits into that specific town's PEG capabilities, and the expectation that it will be an asset for the next few years.
7. No request will be honored for more than \$7,000.
8. There will be only one request approved per member town.
9. The town will receive the amount shortly after approval by the CTACSC. Approval is expected to take place at the May 20163 meeting.
10. Each town or school district will provide a final report to the CTACSC by the November 20163 regular meeting detailing how the award was used. Failure to provide such a report will cause that town to be excluded from a future round of such awards.
11. By participating in this process, each town and school district agrees to accept the decision of CTACSC as final.

-- END --

6/30/15