

**Danvers Cable Television Advisory Committee  
Meeting Minutes (unapproved)**

Date: May 21, 2009 7:00pm

Location: Managers Conference Room, Dunn Wing

Attendees:

Diane Norris, Assistant Town Manager

Paul Beaulieu, Committee Chairman

Kenneth Lord, Committee Vice Chairman

Lester LeBlanc, Committee Secretary

Stephen Prodanas, Committee

David Tapparo, Committee

Jonathan Bingham, Committee

Guests: Jane Lyman - Comcast

The committee accepted the minutes from last meeting.

The March 19<sup>th</sup> meeting was postponed waiting for Jane Lyman's input.

1. Jane Lyman addressed the follow up from last meeting:
  - 1 of 3 I NET zones was missing a processor, it was replaced.
  - Jane has invited the committee to a tour of the head end.
  - A 5 point maintenance plan was presented
  - Results of the light level test was presented
  - Strand map is available in pdf form
  - Comcast will be providing analog signal for the next 3 years, there is a plan to phase out to all digital with no cost to the customers.
2. DCAT comments – no one from DCAT was at the meeting.
3. Review of steps for license renewal
  - Compliance of license
  - Community involvement (public hearing in the fall)
  - Request for proposal
  - Negotiations, formal or informal
  - By April 2010 we need to be ready for formal negotiations
4. The next meeting is scheduled for June 18, 2009 at 7:00PM in the Managers conference room, Dunn Wing.

Danvers Cable Television Advisory Committee  
May 21, 2009  
Town Manager's Conference Room  
AGENDA

1. Acceptance of the minutes of the previous meeting
2. Meeting with Jane Lyman, Comcast Government Relations Manager to review some responses to Committee questions.
3. DCAT comments its test of twelve nodes (tentative)
4. Review of steps in the Comcast Renewal process
5. Other business
6. Next meeting date (tentatively June 18)
7. Other business
8. Next meeting date and agenda

**Danvers Cable Television Advisory Committee  
Meeting Minutes**

Date: March 19, 2009 7:00pm

Location: Managers Conference Room, Dunn Wing

Attendees:

Diane Norris, Assistant Town Manager

Paul Beaulieu, Committee Chairman

Kenneth Lord, Committee Vice Chairman

Lester LeBlanc, Committee Secretary

Stephen Prodanas, Committee

David Tapparo, Committee

Jonathan Bingham, Committee

Guests: Jane Lyman - Comcast

The committee accepted the minutes from last meeting.

5. Jane Lyman addressed the list of questions
  - Jane is concerned with proprietary data being released. She was ensured that data will not be released that may be proprietary.
  - Jane presented the compliance list, most questions had answers some she is still waiting for answers on.

- Jane will get an answer to the 4 test locations rather than the original 7 locations. After the answer is returned we will determine if 4 locations is ok to use.
  - The committee requested the location of the head end and to set up a tour of the site.
  - Jane was presented the list from the node tests she will work with Kam to get them resolved.
6. The next meeting is scheduled for April 19, 2009 at 7:00PM in the Managers conference room, Dunn Wing.

**Danvers Cable Television Advisory Committee**  
**March 19, 2009**  
**Town Manager's Conference Room**  
**AGENDA**

1. Acceptance of the minutes of the previous meeting
2. Meeting with Jane Lyman, Comcast Government Relations Manager to review some responses to Committee questions.
3. Verizon update on PEG channels
4. Other business

Next meeting date and agenda

**Danvers Cable Television Advisory Committee**  
**Meeting Minutes**

Date: February 19, 2009 7:00pm

Location: Managers Conference Room, Dunn Wing

Attendees:

Diane Norris, Assistant Town Manager

Paul Beaulieu, Committee Chairman

Kenneth Lord, Committee Vice Chairman

Lester LeBlanc, Committee Secretary

Stephen Prodanas, Committee

David Tapparo, Committee

Jonathan Bingham, Committee

Guests: None

The committee accepted the minutes from last meeting.

7. Diane passed out a guide to Cable Television License Renewal Process
8. Discussed the list of compliance issues for Comcast
  - Minor changes made to the list
  - The list plus the Node Test Report will be sent to Comcast for them to address, they will be requested to send a copy of the answers prior to the next meeting in March which they will be asked to attend.
9. Discussed the role of Peter Epstein
10. DCAT issues:
  - 3 zones make up the locations
  - 1 zone is down completely
  - 1 zone has many issues from sites down to poor signal quality
  - Comcast has not returned any answers to the Node Test Report
11. Verizon issues:
  - We need to check on the money and the connection to the local access channels
12. The next meeting is scheduled for March 19, 2009 at 7:00PM in the Managers conference room, Dunn Wing.

**Danvers Cable Television Advisory Committee  
February 19, 2009  
Town Manager's Conference Room  
AGENDA**

9. Acceptance of the minutes of the previous meeting
10. Review of the Compliance issues draft
11. Peter Epstein role
12. DCAT issues
13. Next steps

**Danvers Cable Television Advisory Committee  
Meeting Minutes**

Date: Nov 20, 2008 7:00pm

Location: Dan Toomey Room

Attendees:

Diane Norris, Assistant Town Manager

Paul Beaulieu, Committee Chairman

Kenneth Lord, Committee Vice Chairman

Stephen Prodanas, Committee

David Tapparo, Committee

1. The committee accepted the minutes from last month
2. State of the negotiations:
  - Very close to being completed
  - Waiting for hearing with selectmen and public on Dec 2<sup>nd</sup>.

Started talking about the Comcast renewal

- Requested DCAT to test all local broadcast connections and to contact Comcast with the results also giving the board a copy of the test results and when they contacted Comcast.

Next meeting Thursday, Dec 18, 2008

Results of Selectman meeting Dec 2<sup>nd</sup>, 2008. The Cable committee chairman presented to the selectman a recommendation to accept Verizon as a cable TV provider in Danvers. The board after a few comments and questions from the public, agreed to accept Verizon as second cable TV provider.

Danvers Cable Television Advisory Committee  
October 16, 2008  
Town Manager's Conference Room  
AGENDA

5. Acceptance of the minutes of the previous meeting (7/17/08) (7:00-7:10)
6. Acknowledgment of the resignation of Ray Marquis (7:10-7:15)
7. Status of negotiations with Verizon – 7:15-7:45
8. Committee position on the Verizon agreement 7:45-8:10
5. Next steps in the process 8:10-8:20
6. Other business (8:20 -8:30)
7. Confirmation of next meeting date (November 20, 2008)



Danvers Cable Television Advisory Committee  
August 14, 2008  
Gordon Room

1. Opening Meeting
2. Approval of the minutes
3. Comments and Questions from the public
4. Vote to enter into executive session

**Danvers Cable Television Advisory Committee  
Meeting Minutes**

Date: July 17, 2008 7:00pm

Location: Dan Toomey Room

Attendees:

Diane Norris, Assistant Town Manager	David Bean, Committee
Paul Beaulieu, Committee Chairman	Stephen Prodanas, Committee
Kenneth Lord, Committee Vice Chairman	David Tapparo, Committee
Lester LeBlanc, Committee Secretary	Jonathan Bingham, Committee
Keith Lucy, Selectmen	

Guests: Kam Dunn, DCAT  
Executive Director, William Cerretani,  
DCAT President

3. The committee accepted the minutes from last month as amended to include the Raymond Marquis in the list of attendees.
4. Kam Dunn talked about DCAT's needs and plans.
  1. Studio is in good condition
  2. A server based playback system for web streaming and video on demand would be a good feature to have when pricing is appropriate.
  3. Financial summary for DCAT:
    - \$382,000.00 in investments
    - \$220,000.00 annual operating budget
    - \$40 – \$60,000.00 annual capital investment
    - \$ \$200 - \$400.00 equipment maintenance budget
  4. DCAT has originated from 12 sites; all schools, Town Hall, Senior Center, Library &

Endicott Park

5. Concerns for Verizon coming into town:

Will Verizon reduce 3 PEG channels to 2 PEG channels?

Will Verizon keep the same channel numbers on Verizon as Comcast for local broadcasts?

Ken & Paul attended the 1<sup>st</sup> Verizon negotiation session. Ken reported the progress of Verizon as reported at the meeting:

Town is 61% wired, 83% by end of the year, (64% is aerial, 10% is underground, 23% are multi dwelling units.)

The next negotiation session is scheduled for the end of July.

The next Committee meeting is scheduled for Thursday, Aug 21<sup>st</sup>, 2008 at 7:00 pm.

### **Danvers Cable Television Advisory Committee Meeting Minutes**

Date: June 19, 2008 7:00pm

Location: Managers Conference room Town Hall

Attendees:

Diane Norris, Assistant Town Manager

David Bean, Committee

Paul Beaulieu, Committee Chairman

Stephen Prodanas, Committee

Kenneth Lord, Committee Vice Chairman

David Tapparo, Committee

Lester LeBlanc, Committee Secretary

Jonathan Bingham, Committee

5. The committee accepted the minutes from last month
6. The committee needs to read the amended IAR for Verizon and read the Comcast Document as they have requested renewal of their contract.
7. The committee selected the negotiators for the Verizon contract. They are Ken Lord as the primary negotiator and Paul Beaulieu as the backup negotiator.
8. Verizon is requesting negotiation schedule; Diane needs available dates from Ken and Paul as soon as possible.
9. Ken has suggested a survey be set up on the town web site to attempt to determine what the most pressing issues are for the cable customers. Diane needs input for questions and layout of the survey, email all questions to [dnorris@mail.danvers-ma.org](mailto:dnorris@mail.danvers-ma.org).
10. The committee has requested Diane to invite DCAT to attend one meeting to discuss any pending issues.
11. The committee has asked if it is possible to have Comcast and Verizon to attend one meeting each so they can present to the committee what their intent is to supply cable television to the population of Danvers.
12. The next meeting is scheduled for July 17, 2008
13. The meeting terminated at 8:20pm

### **Danvers Cable Television Advisory Committee Meeting Minutes**

Date: May 15, 2008 7:00pm

Location: Managers Conference Room Town Hall

Attendees:

Diane Norris, Assistant Town Manager	David Bean, Committee
Keith Lucy, Selectman Chairman	Jonathan Bingham, Committee
Paul Beaulieu, Committee Chairman	Steven Prodanas, Committee
Kenneth Lord, Committee Vice Chairman	David Tapparo, Committee
Lester LeBlanc, Committee Secretary	Jan Tipert, Committee

14. Diane welcomed everyone and passed out documentation pertaining to open meeting laws, ethics, sexual harassment policy and terms of office.
15. Diane also talked about the charge to the committee – duties and responsibilities (attached)
16. Diane passed out existing cable license and the proposed Verizon license for committee review.
17. The committee selected officers, noted above.
18. The committee also selected the meeting schedule as follows:  
The 3<sup>rd</sup> Thursday of each month in the Manager's Conference room unless otherwise noted
19. Next meeting will be on June 19<sup>th</sup>, 7:00pm
20. Negotiation schedule and negotiation members will be established when needed.
21. Diane is to establish a link in the town web page for residents to input to the committee.
22. Diane will also talk to DCAT to see if they will advertise for suggestions.
23. All members should review all documentation handed out.
24. Meeting terminated approximately at 8:15pm.