

Date: Thursday, September 25, 2014

Time: 7:03 - 8:30 PM

Place: Third floor meeting room at City Hall

Present: Grant Harris, Geoff Bradford ,Ryan Sawyer, Tom Manning

Absent: Karen Spencer, Robert McGillivray

Also Present: Bob Bowles

Summary:

Reviewed meeting with Sal DiStefano and Suzanne Egan on September 2. Decided next step is to formulate an 'advice' memo to the city on items to be clarified/improved in the cable TV contract.

Decisions/Votes:

1. Vote to accept minutes from Aug 26, 2014 meeting.
Approved unanimously

Action Items:

1. Tom to generate first draft of advisory memo to the city to be reviewed at the next meeting

Details:

1. Discussed the meeting Karen and Tom had with Sal DiStefano and Suzanne Egan on September 2. The meeting was summarized by Karen in an email sent September 4 as follows:
 - I. Communications
 - a. Sal will meet with the other Cape Ann Town Admins as the mayor's representative regarding the cable contract negotiations.
 - b. Suzanne advises she will be Sal's counsel on the contract, although the other towns will use Bill Hewig who specializes in cable TV contract negotiations and happens to be their shared town counsel. No current plans for Gloucester to share in that expertise.
 - c. The Gloucester Cable Advisory Committee (CAC) may welcome the CAC reps to join our Gloucester CAC for our meetings. Karen will invite, tentative date Sept 23rd.
 - d. Sal and the city appreciate memos and reports we file with the city clerk's office and on our website which they will review. It is the preferred communication channel/process.
 - II. Broadband Initiative:
 - a. Sal appreciates our input.
 - b. Sal will speak with Tom Daniel, James Pope and Grant Harris about any current city side activity that may be relevant.

- c. If we want to form a non-profit, city government is generally supportive of those initiatives.

III. Unresolved:

- a. No decisions on how the CAC receives feedback from the city.
 - b. No target date for follow up on strategic language, tactical steps or other.
2. Discussed items for the contract negotiations:
 - What can we add in the contract.
 - Uptime guarantee? SLA? Availability?
 - How do we get the monthly reports? can they be provided online?
 - What happens if we don't sign the agreement? Can we get a case study of this?
 3. What are the steps and how are we holding Comcast accountable for the current state of their infrastructure? Grant brings up wires on the ground for months on end.
 4. How do we get a rates list for all towns in Massachusetts?
 5. How can we actually be of use to the new agreement? Should we look for outside council, or at least recommend this to the city council and mayors office? This has been recommended to Geoff by the cable advisory board of Douglas, MA. Cost them about \$12k and was "well worth it".
 - TBD: Feedback process between city and CAC.
 6. Brief discussion on current cable ordinance, There is nothing preventing other cable operators from getting into the city.
 7. Cellphone, wireless, etc... Is another beast, our ordinances are out of date and prohibitive adding new equipment to existing towers for example. If a new tower is going to go up, you have to go through a sub committee, etc... Each tenant then must pay an arbitrary fee to the council, you also need a special permit to "go up" the tower to change anything, add new equipment. We should look to fix this. The FCC and FAA already have their hands in this, what is Gloucester adding to the conversation?
 8. Ryan reported on progress with local colleges and businesses on their local installs, what are their needs, what are their problems? Ryan has met with resistance to his questions "who's this guy" kind of things. This has brought up questions of scope. Are we are asking questions and looking into areas that are outside of our bounds?
 - TBD: Feedback from the city per our bullet points on Broadband submitted after our May meeting to Jim Duggan and Mayor, and resubmitted in Sept to Sal DiStefano.
 9. The committee members in attendance acknowledged that the fiber conduit under the canal near the sewerage treatment plant is the only fiber path for the island.

Next Meeting: To be determined

Attachments: None

Submitted By: Geoff Bradford, Tom Manning