

Cable TV Advisory Committee

Meeting Minutes

Wednesday, January 22, 2020

1. A meeting of the Cable TV Advisory Committee ("Committee") of the Town of Hingham was duly called to order by Chairman David Jones on Wednesday January 22, 2020 at 7:22 PM.
2. Members in attendance were Chairman David Jones, Vice Chairman John Rice (arrived at 7:45 PM), Recording Secretary pro tem Michael Leary and Christopher Baron. Jeff Cutler and Paul Austin were absent. CAC members present constituted a quorum. This quorum remained present throughout the meeting. There were no other individuals present.
3. The first order of business was a review of minutes from the December 2019 meeting. A brief discussion occurred regarding the minutes with minor comments from Christopher Baron that were suggested and subsequently accepted by the Committee. The Committee noted that Michael Leary would continue to act as Recording Secretary pro tem until the return of Jeff Cutler.

A motion was made to approve the December 2019 minutes by Christopher Baron and seconded by Recording Secretary pro tem Michael Leary. All voting members present at the time approved the motion.

4. A general discussion of INet next steps (Comcast) ensued based upon an email received from Steven Becker Manager of Information Systems for the Town of Hingham. Chairman David Jones elaborated that INet is a network (provided by Comcast) that the Town of Hingham utilizes to connect various offices and buildings. This network is scheduled to be discontinued approximately 18 months from the current contract date with Comcast August 2019. Comcast has agreed to give the Town of Hingham \$60,000 to partially compensate for the discontinuation of this service. The Town plans on creating its own local area network.

Chairman Jones will be coordinating a meeting with Steven Becker and Town Administrator Tom Mayo to discuss next steps including project plans developed by the Town of Hingham.

5. The next order of business related to a discussion regarding the Committee's by-laws. Member Christopher Baron was appointed the responsibility for the update of the document. Mr. Baron agreed to present suggested changes to the Committee at a future meeting. Mr. Leary submitted to Mr. Baron minor comments for consideration.
6. The Committee's next discussion item related to the HD rollout by Harbor Media. Chairman Jones, Vice Chairman Rice and Mr. Leary attended Harbor Media's Board Meeting on January 13th, 2020 to discuss the HD rollout. Members that were present at the meeting reviewed the event with the Committee. This included a discussion related to Harbor Media's plans to create a HD "Best of channel" that will simulcast the SD Public channel. In addition, the Board Meeting also discussed the purchase of HD equipment including mobile equipment (approximately \$3,000) and permanent robotic

equipment (approximately \$12,000). The Committee agreed that it would be appropriate to plan to have fixed robotic equipment installed in the Selectman's conference room in the town hall.

Mr. Leary inquired to Committee members whether the Comcast contract would allow a simulcast of an SD channel. Further discussion ensued. Based upon comments, Mr. Leary will reach out to Attorney Bill Solomon regarding the question.

Vice Chairman Rice also discussed whether the Committee would consider proposing to Harbor Media the need for a Government channel producer. In regards to this point, the Committee appeared to be in favor of the recommendation and future discussions will occur at future meetings.

7. Due to the absence of Paul Austin, Superintendent of the Hingham Public Schools Chairman, the agenda item regarding an update from the Hingham Public Schools was tabled for a future meeting.
8. The Committee shifted attention to an update on finances from Michael Leary. Mr. Leary reviewed several prepared documents. The first analysis was a summary of contract terms in relationship to fees earned by the Town. Mr. Leary stated that backup from both Comcast and Verizon in relation to fees remitted needed improvement. Mr. Leary agreed to reach out to Attorney Bill Solomon to gain a better understanding of contract terms and also how backup can be received from these two companies.

The second analysis related to a review of applicable trial balance accounts related to cable revenues. Mr. Leary reviewed the handout and walked the Committee through the analysis and associated balances. Mr. Leary noted that the trial balance accounts showed that the Committee was continuing to partially (13%) fund a teacher's salary in the Hingham Public Schools.

The final handout reviewed by the Committee was an analysis of the past three years of Harbor Media financial statements. Various increases/decreases in account balances plus associated financial statement ratios were presented.

Mr. Leary concluded his presentation noting that he plans on meeting with the Treasurer of Harbor Media Betty Foley sometime in the February 2020 timeframe. In addition, he will also be continuing his review of Town of Hingham general ledger accounts.

9. Chairman Jones referred to the next item on the agenda relating to the proposed Harbor Media review. The Committee requested an update from Vice Chairman Rice.

Vice Chairman Rice updated the Committee that he is planning to recommend a consultant that has worked for Lisa Getta from the Nantucket cable system. Vice Chairman Rice stated that his plans regarding the review including site visit(s), review of programming and processes for best practices and the creation of a report. The report would include an overview of the project, benchmarking and presentation to the Town of Hingham Selectmen. Further discussion ensued.

10. Chairman Jones requested any additional matters for discussion. No additional discussion items were noted.
11. Chairman Jones proposed that the next meeting of the Committee be held on Wednesday January 19, 2020 at 7 PM. All members were in agreement with the proposed date. Chairman Jones stated that he will send the room request to the Town of Hingham and will distribute an agenda in advance.
12. There being no further business to discuss, a motion to adjourn the meeting was proposed.

A motion was made by Chairman Jones and seconded by Vice Chairman Rice. All voting members were in agreement with the motion.

The meeting adjourned at 9:45 PM.

Submitted for review to the Cable TV Advisory Committee on January 25, 2020 by Michael Leary Secretary *pro tem*

Approved by the Cable TV Advisory Committee on February 19, 2020