

Cable TV Advisory Committee

Meeting Minutes

Wednesday, May 20, 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 May 20, 2020 at 7:03 PM. The meeting was held via a Zoom audio-visual conference call.
2. Members in attendance were Chairman David Jones, Vice Chairman John Rice, Recording Secretary pro tem Michael Leary, Jeffrey Cutler and Christopher Baron. Harbor Media Executive Director Michelle Balconi from Harbor Media was also present. Cable TV Advisory Committee 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 April 23, 2020 meeting. Chairman David Jones requested additional time for the committee to review the minutes and requested Mr. Leary to redistribute the draft minutes to the committee.
4. The second order of business was discussion related to proposed changes to the Harbor Media By-Laws. Chairman Jones began the discussion with background surrounding the proposed changes. Harbor Media submitted various changes to the By-Laws to the Board of Selectmen four days before their May 12, 2020 meeting. Based upon the requested changes to the By-Laws, the Board of Selectmen requested that the Cable TV Advisory committee review the revised By-Laws and provide recommendations.

Chairman Jones requested that Mr. Leary provide comments on his review of the revised By-Laws. Mr. Leary summarized his comments including thoughts concentrating around the proposed governance changes. Discussion ensued including comments related to the reasons for the proposed revisions and whether there were benefits for the Town of Hingham.

5. The next order of business after the discussion of the proposed changes to the Harbor Media By-Laws was to draft a recommendation to the Board of Selectmen regarding to the By-Laws proposal. After a lengthy discussion, Mr. Baron proposed a vote to reject the proposed changes to the Harbor Media By-Laws. The Committee agreed that further analysis and negotiation need to take place and proposed that the changes to the By-Laws should be combined with the upcoming contract renewal process. In addition, the Committee agreed that joint meetings between the Committee and representatives from the Selectmen's office and Harbor Media may also be required. At the request of Chairman Jones, Vice Chairman Rice agreed to draft a memorandum to the Board of Selectmen outlining the concerns regarding the proposed By-Law revisions. The Committee members agreed to send their thoughts to Vice Chairman Rice to assist in drafting this memorandum.

A motion was made to reject the proposed changes to the Harbor Media By-Laws. All voting members present were in agreement with the motion.

6. Chairman Jones noted the absence of Superintendent Paul Austin of the Hingham Public Schools. Per Chairman Jones, Superintendent Austin was not able to attend due to various commitments related to the Coronavirus. Chairman Jones recommended to postpone the school update to the next regularly scheduled meeting.
7. Chairman Jones next requested an update from Mr. Leary regarding various finance matters. Mr. Leary stated that he recently been able to obtain backup documentation from the cable provider Verizon in relation to various periodic payments. Mr. Leary stated that the backup was important, since it will be utilized for the upcoming Harbor Media audit as of June 30, 2020. He also mentioned that he has similar requests into Comcast and believes that he will receive these reports once the Town Administrator, Tom Mayo, provides permission to the vendor to release these reports. Mr. Leary stated that he will share these reports with Harbor Media upon receipt.

Mr. Leary also stated that he received the monthly budget to actual reports from Harbor Media. He reviewed the reports and provided comments to Harbor Media regarding various trends. Finally, Mr. Leary stated the Mr. William Solomon, who is the attorney that assists the Town of Hingham with contract negotiations, had responded to his requests surrounding the decommission of I-Net. Mr. Leary reported that he forwarded this information to Steve Becker, Director of Information Technology for the Town of Hingham. Mr. Leary then concluded his report. On an unrelated matter, Vice Chairman Rice requested Mr. Leary to write a memorandum to the Board of Selectmen regarding various Committee observations surrounding accumulated cash and cash related balances held by Harbor Media. In addition, Executive Director of Harbor Media, Michelle Balconi, requested a separate meeting with Mr. Leary to discuss the Committee's observations of these balances. Mr. Leary agreed to both requests.

8. The next order of business was an update on the Harbor Media Comcast technical issues. Chairman Jones requested Executive Director Balconi to lead the discussion. Ms. Balconi stated, similar to previous meetings, that the vendor Comcast had been consulted. Since the last meeting, Comcast has replaced a number of modulators. In addition, Harbor Media purchased and installed new converters that have assisted to somewhat resolve the issues. Harbor Media intends to contract with Unique Media to fix the remainder of the problems. Ms. Balconi noted that this company had installed the HD camera equipment and the tightrope system Harbor Media and the Town. Vice Chairman Rice inquired whether Harbor Media will hire an Operations position to address these problems in the future. Ms. Balconi stated that currently a talented videographer/employee of Harbor Media has assisted in these types of matters. In addition, she stated that they are considering various options including outsourcing this function through a service contract.

Ms. Balconi then discussed program content. She requested that the Committee give feedback regarding programming. The Committee agreed to do so. Chairman Rice noted during his review of programming that there was some content that seemed more like a commercial. Ms. Balconi agreed to investigate the matter. Ms. Balconi completed her presentation by mentioning that she will be working on a five-year plan for Harbor Media, which is expected to be completed mid-summer.

9. Chairman Jones updated the Committee on the Town Hall capital improvements and the HD rollout. Per Chairman Jones, the Town has decided to install two to three HD

cameras in the Board of Selectmen's room with further consideration of installations in other rooms to be decided at a later time.

11. Chairman Jones requested any additional matters for discussion. No additional discussion items were noted. Mr. Jones proposed that the next meeting of the Committee be held on Wednesday June 24, 2020 at 7 PM. All members were in agreement with the proposed date. Chairman Jones stated that he will send the room/virtual room request via Zoom to the Town of Hingham and will distribute an agenda in advance.
10. There being no further business to discuss, a motion to adjourn the meeting was proposed.

A motion was made to adjourn by Christopher Baron and seconded by Jeff Cutler. All voting members present were in agreement with the motion.

The meeting adjourned at 8:50 PM.

Submitted for review to the Cable TV Advisory Committee on May 21, 2020 by Michael Leary Secretary *pro tem*

Approved by the Cable TV Advisory Committee on June 24, 2020