

2014 NOV -6 PM 3: 24

**Belmont Cable Television Advisory Committee (CTAC)
Meeting Minutes**

Date: June 24, 2014, 3 pm
Location: Town Hall, Conference Room 1
Attendees:
Committee: Jonathan Green, Committee Member, Chairman
Myron Kassaraba, Committee Member, Secretary
Mark Carthy, Committee Member - ABSENT
Others: Jeff Hansell, Executive Director, Belmont Media Center
Peter J. Epstein, Counselor at Law, Epstein + August
Phyllis Marshall, Assistant Town Administrator
Chet Messer, Vice-Chairman, Belmont Media Center
Joined by: Frank Foss, Sr. Manager Government & Community Relations, Comcast

Meeting called to order at 3:00 pm

Minutes from May 12th meeting reviewed and approved. Minutes will be posted on the Town website.

The majority of the discussion was about the status of the Ascertainment Report from the Buske Group. Frank felt uncomfortable having any substantive discussions about the Franchise Agreement and punch list of issues until he had received and reviewed the report.

We did discuss several issues including:

- Gross Annual Revenue Reporting Forms: Frank explained that the changes were as a result of harmonization of systems and reporting across Comcast and that what was being proposed for the current Agreement was the new standard.

We offered to review the Equipment Requirements that had been provided to Frank from the Public Hearing and he declined – wanting to see them in context of the Buske Group report. Frank confirmed that the lease on the Comcast customer service center was 5/2/2.

We scheduled the next meeting for Wednesday, July 23rd at 2 pm at Town Hall.

Frank left. We had a follow-on discussion about the logistic of presenting the Ascertainment Report to the Selectmen. It was agreed that as soon as it was available, Phyllis would distribute to the electronic version of the report to the Selectmen before the 4th of July and we would get on the agenda to present the report at the Selectmen's Meeting on July 7th at which time it would be admitted into the public record and could be shared with Comcast.

Meeting Adjourned approximately 4:00 pm