

*City of Biddeford*  
**Cable T.V. Committee**  
**March 09, 2020 4:30 PM**  
**15 Columbus Way**  
**Biddeford, ME 04005**

- 1. Roll Call**
  - 2. Welcome Guests**
  - 3. Approval of Minutes**
    - 3.1. Meeting Minutes of February 10, 2020  
[20200210 Cable TV Committee Minutes-Draft](#)
  - 4. New Business**
  - 5. Old Business - *Review of Franchise Agreement***
  - 6. Other Business**
- Executive Session - 1 MRS 405(6)(c)**
- 7. Next Meeting Review - *Next regular meeting scheduled for Monday, April 13, 2020***
  - 8. Adjourn**

**CITY OF BIDDEFORD**

**CABLE T.V. COMMITTEE**

**SCHEDULED MEETING – FEBRUARY 10, 2020**

The meeting of the Cable T.V. Committee was called to order at 4:39 p.m. on February 10, 2020 in the Biddeford Public Access Building. Present were Cable TV Committee Chairman Stephen St. Cyr and members Richard Rhames, Jim Emerson, Toni Sipka, and Don Harper. Chief Operating Officer/Technology Director Brian Phinney and Public Access Director Steve Pulos were also present. Committee member Lou Belanger was absent.

It was on Motion duly made by Chairman St. Cyr, and seconded by Committee Member Toni Sipka, unanimously

**RESOLVED:** To Accept the Minutes of January 13, 2020, as written.

**New Business:** None

**Old Business:** Cable TV Franchise Agreement

The Committee went down the list of documents that were listed on the Agenda and included in the packet. Brian Phinney stated that these are the generic documents that he printed from the CATV website and not all apply. Brian suggested, if the Committee desires, the City's existing agreement can be converted to a word document so it can be edited and then the edits that Tony Vigue recommended can be inserted. Also, Brian added, a table of contents can be built into it. The Committee agreed that this is a good place to start.

The Committee discussed when it is appropriate to go into Executive Session and Brian replied that whenever actual terms and conditions are discussed is when the Committee should call an Executive Session.

Brian Phinney stated that a survey could be done a number of ways depending on the type of data the Committee wants. He suggested putting it on the website or using POLCO but POLCO does not identify the person submitting the data.

Toni suggested she make an announcement about the survey on her show and possibly the bulletin board of the station informing people to go to the City's website.

Brian suggested the Committee go through the generic survey from the packet to see if the questions are ones the Committee wants to use or come up with questions more relevant to Biddeford's needs.

Brian explained that questions about the Cable Company's performance that are obtained through a survey may not be a true indication of performance. Brian continued, that a more valuable way might be to ask Time Warner for the number of complaints that have been filed against them.

Brian added that he wouldn't be opposed to having a Public Hearing. Committee member Richard Rhames said it could be done as part of a City Council Meeting. Brian said it could be publicized on facebook, twitter, Public Access, Toni's show, and announced at Council Meetings a couple of weeks prior to having the Public Hearing.

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Brian recommended the Council first get the franchise agreement drafted so it can be determined where the gaps are and what information is needed to support the discussions and then decide if a survey is the best way to get the information or a public hearing, or both.

There was a discussion regarding cable equipment and Committee Member Don Harper informed everyone that Page 26 of the current Agreement states the Cable Company will replace old equipment.

Steve Pulos listed the locations where there is cable equipment and stated the fibre optics are fine and the infrastructure is in place.

Brian Phinney said that staff can begin the assessment of the equipment but was not sure if it could be completed by the next Committee Meeting.

Brian Phinney stated that after the Committee reviews the franchise agreement, if they decide a survey is needed, he can have Danica Lamontagne attend a Meeting to help draft a survey. Also, Brian suggested that the Committee generate questions for Tony Vigue as they go along in their review of the agreement. Brian added Tony can be contacted for answers at a later date. Committee Member Rhames said he would like to have Mr. Vigue attend another Meeting.

The next scheduled Meeting of the Cable T.V. Committee is Monday, March 9, 2020.

It was mentioned that a City Council Workshop was to be held the following evening to discuss a major change in communications that will dramatically shift the focus of Cable T.V./ Public Access' mission from the production of independent Public Access shows to supporting the proposed Communications Division.

There being no further business, it was on Motion duly made by Chairman St. Cyr, and seconded by Committee Member Jim Emerson, unanimously.

RESOLVED: To adjourn.

The meeting adjourned at approximately 5:30 pm.

Respectfully submitted by P. Conway  
A36/38 and A38/38