



Cable Advisory Committee Minutes

Monday, March 13, 2017

Present: Tom Alonzo, Paula Bertram & Steve Walker. Heather Lemieux, Town Manager, was also in attendance.

PUBLIC COMMENT - None.

ANNOUNCEMENTS - None.

MINUTES/CORRESPONDENCE

Paula made a motion to accept the minutes of 1/23/17, Steve seconded. Motion passed unanimously.

Tom shared correspondence from Massachusetts Department of Telecommunications and Cable regarding expiration of the cable license. Paula Bertram will draft a letter to the State outlining where we are in the contract renewal process and that the public hearing is expected to be held in May and forward to Tom for approval.

CURRENT BUSINESS

1. **Discuss PACC –Submitted Lunenburg Cable Business Plan** - PACC is still reviewing the budget spreadsheet and will be presenting to Finance Committee on Thursday 3/16/17. Once the budget spreadsheet is finalized the budget will be incorporated into the business plan as an appendix.
2. **Discuss plans for public hearing** - Steve Walker will be travelling from April 16th to May 2nd. We are targeting Thursday, May 18th for the hearing. Tom questioned if we have adequate time to prepare. Committee outlined discussed the need to advertise prior to public meeting, will target :
 - PACC
 - Newspaper
 - Announce at BOS meetings
 - Internal correspondence to departments.

Tom Alonzo to reach out to Bill Hewig to get requirements for notification and format for the public hearing.

Tom to request following from Cable:

- Strand Maps in electronic format
- Reports as required by law; proof of performance and signal quality

Discussed goal of public meeting. The goal of the public meeting is to determine the needs of the community and to ensure that the needs of the various departments/citizens are being met.

Next meeting scheduled for April 10th at 6:15 p.m. Meeting adjourned at 7:14 pm.

Respectfully submitted,

Paula Bertram

RECEIVED & FILED

APR 13 2017

**LUNENBURG TOWN
CLERK OFFICE**