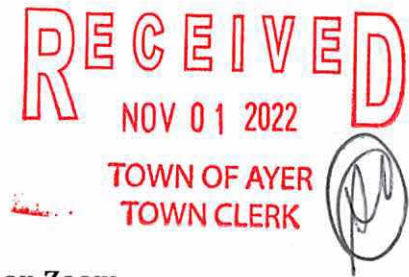


Town of Ayer
Cable Advisory Committee



Meeting Minutes for September 26, 2022, 8:30am on Zoom

Attendance: Scott Kurland (Chair); Jannice Livingston (Vice Chair); Janet Providakes; Julie Murray; Chief Brian Gill

Also in Attendance: Robert Pontbriand, Town Manager; Attorney William Hewig, Town Counsel

Call to Order:

The meeting was called to order at 8:30am by S. Kurland on Zoom.

S. Kurland reads the following remote participation statement:

*Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 22 of the Acts of 2022, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom. The public may participate remotely by joining Zoom (**Meeting ID# 813 1850 5727**) or by calling (**646-931-3860**). For additional information about remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting*

Approval of Meeting Minutes:

The Committee reviewed the DRAFT meeting minutes from the September 12, 2022 meeting.

Motion: A motion was made by B. Gill and seconded by J. Livingston to approve the September 12, 2022 meeting minutes as amended. Roll Call Vote: S. Kurland, Y; J. Livingston, Y; J. Murray, Y; B. Gill, Y **Motion passed 4-0.**

[J. Providakes joined the meeting at 8:35am]

Review/Discussion/Approval of Cable Public Ascertainment Survey:

The Committee reviewed the DRAFT Cable Public Ascertainment Survey as presented and provided by S. Kurland.

J. Livingston suggested adding "PEG" in Question #8.

J. Murray suggested adding "channels" to Question #8.

J. Providakes suggested rewording Question #3 for clarity.

J. Murray asked what the importance of the demographic data is for the purposes of the survey?

S. Kurland stated that we are trying to figure out the importance of the various responses by age group.

J. Providakes asked if there should be a "I wish not to say" option for the ages?

Attorney Hewig advised that it is an anonymous survey, and the issues of the ages should not be an issue.

J. Livingston questioned whether Question #2 was needed.

J. Murray said that there is a better way to word the Gender Questions to make it more inclusive.

B. Gill concurred with J. Murray.

J. Murray stated that she would get the appropriate language. She further stated that she liked the Town of Southwick's introduction for their survey. We should probably put the estimated time of 5 minutes to complete the survey especially for the Survey Monkey version.

S. Kurland stated that for Question 6 we should add "including more cable access" as an option.

J. Livingston stated that we should add "more channels for PEG" as well.

Attorney Hewig advised that for Question #15 the FCC requires Comcast to answer in 30 seconds and if they do not then they are not in compliance with their license. For Question #1 the Committee should consider adding something to this effect.

The Committee agreed S. Kurland and J. Murray will working on the opening paragraph for the survey as well and putting the names of the Committee at the end of that paragraph. S. Kurland will incorporate the changes discussed to the DRAFT survey.

Motion: A motion was made by J. Livingston and seconded by J. Providakes to approve the Survey as amended. Roll Call Vote: S. Kurland, Y; J. Livingston, Y; J. Providakes; J. Murray, Y; B. Gill, Y
Motion passed 5-0.

The Committee agreed to hold a brief meeting on September 29, 2022 at 8:30am on Zoom for the sole purposes of just reviewing the final survey as amended and just approved.

The Committee also agreed that the initial deadline for the survey responses should be Friday, October 28, 2022.

Discussion of Next Steps for Cable Public Ascertainment Survey:

Attorney Hewig advised the Committee that in terms of next steps in the process, the Committee should establish a timeline; needs a date for Ascertainment to end; how much the Town is seeking in funding; how much for Capital; and scheduling the Public Hearing.

New Business:

S. Kurland brought up the issue and need for closed captioning as part of the Town's proposal.

Attorney Hewig advised that in his experience you will not get it from Comcast as the FCC maintains that there is no obligation for Comcast to pay for closed captioning.

Scheduling of Next Meeting(s):

The Committee agreed to schedule the next regular meeting will be on Monday, October 31, 2022 at 8:30am on Zoom.

Motion: A motion was made by J. Livingston and seconded by J. Providakes to adjourn the meeting at 9:42am. Roll Call Vote: S. Kurland, Y; J. Livingston, Y; J. Providakes; J. Murray, Y; B. Gill, Y **Motion passed 5-0.**

The meeting adjourned at 9:42am.

Minutes recorded and submitted by R. Pontbriand, Town Manager

Minutes reviewed and approved by the Cable Advisory Committee on October 31, 2022.

Signed:  10/31/2022
Robert A. Pontbriand
Town Manager