

Present: Heldt, Kelly, McLain - Birmingham  
Borgon, Heyman, Schneider, Verdi-Hus – Beverly Hills

Absent: Linsenman, Lurie, McAlear - Birmingham  
Stakhiv – Franklin  
Ettenson – Bingham Farms

Also Present: White - Executive Director  
Currier - Attorney for Cable Board  
Rota - Bloomfield Community Television representative  
Valentine – Birmingham staff representative  
Galbraith – Birmingham Public School representative  
Oberhausen and Johnson, WOW representatives  
Burry – Beverly Hills Council liaison

McLain called the meeting to order at 7:50 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

### **APPROVE MINUTES OF CABLE BOARD MEETING HELD OCTOBER 16, 2013**

On page 1, include Burry under the list of those absent from Beverly Hills.

Motion by Borgon, second by Heldt, that the minutes of a regular Cable Board meeting held on October 16, 2013 be approved as amended.

Motion passed.

### **PUBLIC COMMENTS**

None

### **GRANT REQUEST – VILLAGE OF BEVERLY HILLS**

Beverly Hills Assistant Manager Ellen Marshall was present, in partnership with Bloomfield Community Television, to request a grant in the amount of \$35,000.00 to cover the costs associated with upgrading the CATV control room in the Beverly Hills municipal building. The control room and equipment was installed 12 years ago in 2001. Upgrades to the cable room are needed for the following reasons:

- Transition to higher quality cameras that output HD digital images
- Prepare for future television standards
- Eliminate end of life equipment
- Allow for integration with SmartBoard and other computer equipment

As outlined in the Birmingham Area Cable Board Grant Policy, cable customers would benefit from this upgrade in that it will enhance the current method of communications during public meetings, including the BACB monthly meetings. With the assistance of Zack Florance from BCTV, a quote for this work was provided by Advanced Lighting & Sound and included in the Cable Board meeting packet. Beverly Hills is asking for a \$35,000 grant, anticipating that there could be unexpected cost overruns. Any amount not spent will be returned to the Cable Board.

Motion by Heldt, second by Borgon, that the Birmingham Area Cable Board approve the grant request from Beverly Hills in an amount not to exceed \$35,000 to cover costs associated with upgrading the CATV control room in the Beverly Hills municipal building as outlined in a memo to the Board dated October 25, 2013.

Roll Call Vote:

Motion passed (7 – 0).

#### **GRANT REQUEST – CITY OF BIRMINGHAM**

Assistant City Manager Joseph Valentine outlined a grant request from the City of Birmingham to expand its wi-fi services. The City of Birmingham provided public wi-fi access in the City Commission chambers of the Municipal Building several years ago. This has helped facilitate public access to meeting materials and provided limited public access points in areas of the building. With the public expectation for wi-fi accessibility in public spaces, the City is looking to expand this service throughout the entire building. To proceed, a comprehensive study of the building and current system is necessary to determine a complete solution. This project is expected in two phases.

Phase 1 is to perform an assessment of the existing system and determine the requirements necessary to expand the system throughout the building. This initial study is expected to cost approximately \$2,000.00. Phase 2 is to implement the findings of the study and purchase and install the necessary equipment to provide the enhancements. Costs for this phase will become evident upon the completion of the initial assessment under Phase 1.

At this time, the City is seeking a grant in an amount not to exceed \$2,000.00 to complete an assessment of the Municipal Building to determine a complete solution for enhanced services. Attorney Currier clarified that State statute allows the Board to spend PEG funds on capital improvements and/or services.

Motion by Borgon, second by Heldt, that the Birmingham Area Cable Board approve a grant requested by the City of Birmingham in an amount not to exceed \$2,000 for a study to determine the requirements necessary to expand the wi-fi system throughout the Birmingham municipal building.

Roll Call Vote:

Motion passed (7 – 0).

#### **GRANT REQUEST – BIRMINGHAM AREA SENIORS COORDINATING COUNCIL**

Renee Cortright, Executive Director of the Birmingham Area Senior Center, presented a grant request on behalf of the Birmingham Area Seniors Coordinating Council (BASCC) in the amount of \$1,500. This amount includes a renewal of the 2012-13 grant that covered basic cable service for the television in the BASCC lobby and the projector in the activity room plus Internet in the computer lab. The Board has been provided with a table that breaks down the estimated cable and internet service fees for BASCC.

Motion by Heldt, second by Borgon, that the Cable Board approve the grant request from the Birmingham Area Seniors Coordinating Council (BASCC) in the amount of \$1,500 to cover the cost of cable service for the senior center and Internet service in the computer lab.

Roll Call Vote:

Motion passed (7 – 0).

### **RESOLUTIONS OF APPRECIATION**

Chairperson McLain read three Resolutions whereby the Birmingham Area Cable Board recognizes the distinguished service and accomplishments of three individuals who served on the Cable Board. McLain outlined the contributions of each of these individuals. Their service was appreciated, and they will be missed.

Ken McFadden served on the Board from October, 2008 through July, 2013 as a representative of the Village of Beverly Hills. Dorothy Pfeifer served as the Beverly Hills Liaison to the Board from 2000-2008 and as a member of the BACB from 2010-2013. Gordon Thorsby served as a City of Birmingham representative from May, 2009 through August, 2013.

### **COMMITTEE REPORTS**

#### **Cable Action Committee**

Verdi-Hus reported on the last meeting of the Cable Action Committee, which was attended by nine members of the Board. The Committee reviewed items discussed at the last Cable Board meeting as well as upcoming issues including written comments contained in the recent community survey, website link to FAQs, Michigan NATOA meeting topics, complaint resolution, Comcast encryption, and policy on fund balances. The next meeting of the Cable Action Committee will be on Thursday, December 5 at 5:30 pm at the Baldwin Public Library.

Attorney Currier clarified that all members who attend a posted subcommittee meeting can remain in the meeting, even if the number reaches or exceeds a quorum.

#### **PEG Committee**

Heldt stated that there will be a PEG Committee meeting following this Cable Board meeting. The PEG Committee is considering a policy and rationale related to Cable Board reserve funds.

### **EXECUTIVE DIRECTOR'S REPORT**

White provided a follow up report on outstanding complaints and outlined four new subscriber complaints received since the last meeting. Complaints received dealt with service issues, an email problem, cable and business class Internet issues, phone service, and low hanging cable wire. The Executive Director's report included monthly financial reports and check disbursement information.

White attended a November 7 meeting with MI-NATOA and Alliance for Community Media (ACM) representatives to discuss strategies in dealing with AT&T and a letter AT&T recently sent to communities nationwide regarding their purported overpayment of franchise and/or PEG fees. Several communities in Michigan are considering auditing AT&T, but White is not

recommending opting into that approach at this time. The BACB communities will likely audit Comcast in connection with the franchise renewal in 2015; such audit may possibly include other providers as well. Cable Board Attorney, Tim Currier, provided the Board with a comprehensive update on this AT&T overpayment issue and resulting adjustments.

White referred to notifications from Comcast detailed in her report regarding channel changes that are effective in November and December.

## **PROVIDER RELATED TOPICS**

### **Comcast**

Comcast representative Leslie Brogan was not present. She informed McLain that Comcast completed its encryption of Limited Basic channels (B-1 tier). This encryption process has caused some problems for delivery of PEG channels to WOW customers.

Kevin Galbraith from Birmingham Public Schools stated that he has been in contact with Leslie Brogan, and they are working on a resolution for delivery of educational programming.

### **AT&T**

AT&T representative Robert Jones was not in attendance. Attorney Currier mentioned that it would be appropriate to invite Mr. Jones to attend an upcoming Cable Board meeting to explain the AT&T adjustments and answer questions from the Board.

### **WOW**

Celeste Oberhausen and Dave Johnson were present representing WOW. Johnson referred to the encryption of the Comcast signal. It is his understanding, per the Statewide franchise agreement, that Comcast would provide the signal to WOW where it is available. The signal has been and is still available to WOW, but it is now encrypted. Johnson explained that WOW takes the Comcast feed and sends it to their quam tuners and out to a fiber transport back to the head end. What WOW needs from Comcast is a digital converter (DTA) on the input side of the quam tuner to unscramble the channel so operations can continue.

Johnson is communicating with Leslie Brogan from Comcast about what needs to be done in order to provide these digital converters to WOW. In response to an inquiry, Johnson said that the encryption problem is only occurring in the BACB communities at this time. He mentioned that WOW does a direct feed from the source in some of the other communities it services. A direct feed from the source for the BACB area would require a six-mile fiber optic cable build into the Bloomfield studio; WOW does not have a franchise agreement with Bloomfield. Johnson distributed and explained a diagram that depicts how WOW receives the signal.

WOW representatives asked for its subscribers' patience and support while they are working through this issue.

### **BAPA/BAMA Report**

Steve Rota highlighted programming outlined in the written report from Bloomfield Community Television on programming taped for Municipal Channel 15 (BAMA), PA Channel 18 (BAPA),

and programming from BACB area organizations during the last month (information included in BCTV monthly report for October 17, 2013 – November 20, 2013).

The next camera workshop is scheduled for Wednesday, January 29th, 2014 from 10:00 am to noon or 6:30 pm to 8:30 pm. Interested individuals can call 248-433-7790 to sign up. Rota reported that one person attended the last workshop and is interested in developing a show. A Program Development Committee meeting is scheduled for November 20th at 1:00 pm to talk about this new program idea.

Rota announced that BCTV won second place in the Live Sports Coverage category of the national NATOA competition for *Girls' Basketball, Seaholm vs. Groves 2013*. Zack Florance was the director on this production.

With regard to the recent PEG programming issues experienced by WOW, Rota questioned the funding source for equipment needed to rectify the situation. Dave Johnson from WOW stated that he believes that WOW would provide all the additional equipment that may be needed.

Rota informed the Board that some of the equipment purchased at last month's meeting has been received and is being installed. The equipment will be ready for use on upcoming programs when all the items are received and the new server is installed.

Rota stated that the winter sports season for Groves and Seaholm High Schools will be starting in January of 2014. He will provide information on the events and dates for consideration at the December BACB meeting.

#### **OLD BUSINESS**

McLain read a message from former Board member Mark Armitage honoring the service of Board member Ken McFadden, who recently resigned from the BACB.

#### **NEW BUSINESS**

None

#### **PUBLIC COMMENTS**

None

#### **BOARD COMMENTS**

None

The meeting was adjourned at 8:34 a.m.