

**CITY OF MELROSE
Cable Television Commission
MEETING MINUTES**

February 10th, 2026 — 5:00 — City Hall

I. Call to Order / Attendance

The meeting was called to order by Peter Bowman.

Member	Title	Present / Absent / Remote
Peter Bowman	Chair	Present
Timothy Jasionowski	Clerk	Present
Daniel Kowalczyk	Member	Absent

II. Election of Officers

A. Chair

Commissioner Jasionowski nominated Peter Bowman for Chair (seconded by Commissioner Bowman per notes). A vote was taken.

VOTE — Election of Peter Bowman as Chair:

- Yay: 2
- Nay: 0
- Absent/Abstain: 1

Motion carried. Peter Bowman was elected Chair.

B. Clerk

Commissioner Jasionowski was nominated for Clerk (seconded per notes). A vote was taken.

VOTE — Election of Timothy Jasionowski as Clerk:

- Yay: 2
- Nay: 0
- Absent/Abstain: 1

Motion carried. Timothy Jasionowski was elected Clerk.

C. Vice Chair

Election of Vice Chair was tabled to a future meeting.

III. Presentation of PEG/MMTV — David Roh

David Roh provided an overview of MMTV and the Public, Educational, and Government (PEG) access framework. Key points presented:

- MMTV was founded in 1991 pursuant to an agreement between the City and Time Warner. Time Warner designated MMTV as the public access provider.
- The original agreement expired in 2001 and was subsequently renewed in 2005.
- MMTV currently operates and manages the Public Access Studio, Town Meeting coverage, and the Educational Channel.

Mandatory Carriage Requirements (Q: Jasionowski)

Commissioner Jasionowski raised questions regarding mandatory carriage obligations. The following was discussed:

- Verizon: 3 channels with option for HD within 270 days. Verizon is experiencing bandwidth constraints; different content is required for each channel. The system is sent over Fiber/IP (QAM to IP transition underway).
- Comcast: 4 channels, HD capable, covering Education and Government access.

IV. Cable Franchise Renewal Process — Bill August

Bill August summarized the legal framework governing the cable franchise renewal process under applicable law. Key elements discussed:

A. Statutory Standards

- The governing statute includes key evaluative criteria ("magic words"): (1) whether the franchise meets the needs of the neighborhood, and (2) whether it is appropriate in light of the cost to serve.
- The benefit of Public Access to the community was emphasized as a core renewal justification.

B. Ascertainment Hearing

The Commission discussed the Ascertainment Hearing process:

- This is a formal public proceeding to allow members of the public to outline community needs. It is informal in structure — people expressing requirements, not a contested proceeding.
- Participants should describe different purposes and content (examples cited: July 4th parade coverage, Government Meeting programming).
- Accuracy and credibility are important: 2–5 or 6–7 meetings should demonstrate growth, establishing that growth equates to greater community need.
- Letters of support should be solicited from state Representatives and the School Superintendent.
- Verizon has indicated it will not attend the hearing in person; it will instead submit video and will post content on its website in support of its position.

C. Renewal Phases

The renewal process proceeds in three phases:

- Phase I: Ascertainment of Needs
- Phase II: Negotiations
- Phase III: Public Meeting on Proposed Renewal / Documentation

D. Negotiation Framework & Financial Terms

- Operators typically propose using the previous license as a baseline; approximately 90% of draft terms tend to remain the same, with changes negotiated on the margins.

- Funding for PEG is often left undecided until late in negotiations. The split discussed was 75/25 (per counsel Shannon Phillips).
- The final renewal agreement goes to the issuing authority (Mayor) for approval.
- PEG Capital budget discussion: The standard is 5% of gross revenue. Capital budget is negotiable; the current annual budget is approximately \$175,000, with a recent 3-year perspective of ~35% / ~\$350,000 cumulative (2019–24).
- Comcast has indicated it may offer 10% more than the baseline. Verizon term: 5 years.
- Areas of capital need identified: Edit Suite, Camera Suites, Government access facilities. Capital Access funds may only be used for Public Access purposes; use otherwise would require continuation above 5%.

E. HDTV / Technology Transition

- Commissioner Jasionowski raised the QAM→IPTV transition, end of cable cards, and all-HD carriage. The Commission noted it will follow up on the technology transition.
- Discussion also covered QAM, Cablecards, and customer equipment. Commissioner Bowman asked about the Ascertainment Hearing format. MMTV will solicit community participation; Comcast is expected to attend; Verizon will likely not attend.

F. Deal Term Summary

- Proposed structure: 5-year deal with a 3-year escape clause. Current deal ends June 2027.
- Facility upgrades to Studio and Town Council space planned for 2025.

G. Clarification on Roles of Counsel

Commissioner Bowman requested clarification on counsel's role. The following distinction was noted:

- Commission Counsel (Shannon Phillips): Does not conduct negotiations; role is to support the process.
- Outside Counsel: Handles active negotiations.

David Roh noted an invitation to the Commission to visit MMTV facilities, to be pursued through the Mayor. David Roh will work to ensure further clarity on the above roles.

Counsel will accept questions directly from the Commission.

Note: Bill August departed during this agenda item.

V. Next Meeting — Ascertainment Hearing

The Commission discussed scheduling 3–4 meetings as part of the Ascertainment phase. The next meeting will be held as part of the Ascertainment process.

VI. Future Meeting Scheduling

Commissioner Bowman proposed scheduling a meeting for April 14 at 5:00 PM. Date to be confirmed.

VII. Adjournment

A motion to adjourn was made by Commissioner Jasionowski.

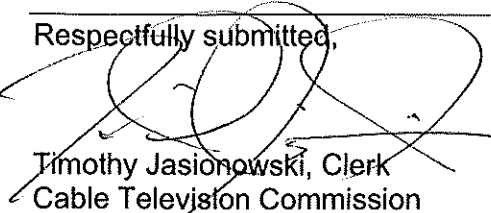
VOTE — Adjournment:

- Yay: 2 (Jasionowski, August)

- Nay: 0
- Absent: 1

Motion carried. The meeting was adjourned.

Respectfully submitted,



Timothy Jasionowski, Clerk
Cable Television Commission

Date of Approval: April 30th, 2020

Note: These minutes are subject to approval at the next public meeting of the Cable Television Commission in accordance with G.L. c. 30A, § 22(c).