

The Bourne Cable, Internet and Telecommunications Advisory Committee (CITAC)

CITAC's broad objective is to advise and assist the Select Board on cable, internet, telecommunications and other communications media that affect the Town of Bourne.

Membership: The membership of the CITAC shall consist of 7 members appointed by and reporting to the Select Board. One member of the Select Board may serve as a liaison to the committee. Membership should include persons with expertise and experience in telecommunications, interested citizens, and others who are free of conflict of interest issues, solicited via a published talent search. The committee will elect a Chair and conduct meetings and communications in adherence to the State of Massachusetts Open Meeting Law.

Under MGL c.166A, a Cable Advisory Committee (CAC), appointed by the municipal issuing authority, advises the municipality on the cable franchising process.

Definition of Cable Advisory Committee:

Under Massachusetts regulations, an Issuing Authority (IA), such as the mayor of a city or the board of selectmen of a town, may appoint a Cable Advisory Committee (CAC) to advise the IA throughout the licensing process. In many instances, the CAC remains active throughout the term of the license. Currently, there are over 280 CACs in the Commonwealth. The composition and number of members of the CAC is determined by the IA.

The IA may, at its discretion, define the role and responsibilities of the CAC to the extent permitted under G.L. c. 166A. While an IA may delegate to a CAC the authority to negotiate a license agreement, an IA may not delegate authority to execute such an agreement.

CACs are considered "governmental bodies" within the purview of the Massachusetts Conflict of Interest Law, G.L. c. 268A.

Recognizing that CACs fulfill an important and valuable link between the IA, the licensee, and the residents of the community, the Department of Telecommunications and Cable ("Department") seeks to build positive professional relationships with the CACs. The Department's staff works closely with local committees to educate them on the licensing process and improve information-sharing.

The Department's program includes an informational presentation available to communities. Please contact the Department to schedule a presentation or to discuss any cable licensing matter.

Responsibilities of a Cable Advisory Committees

CAC responsibilities vary according to the status of the license and the objectives of the IA. The following list includes some typical responsibilities assigned to CACs in the Commonwealth:

- Inform and educate the public about cable television service;
 - Assess the cable needs of the community and recommend policy changes;
 - Conduct regular meetings with cable company representatives to discuss matters of mutual interest;
 - Report to the IA on company compliance with the license;
 - Supervise the cable operator's response to complaints;
 - Respond to residents' questions regarding the cable television system; and
 - Keep abreast of community programming issues.
 - <https://www.townofbourne.com/home/files/cable-advisory-committee-information>
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The Bourne CITAC will:

- I. Advise the Select Board re: interactions with internet service providers for residential services and business services.
 - a. Hold public meetings, survey subscribers, and ascertain existing provider('s) compliance with any agreement.

- b. Make recommendations to the Select Board with regard to renewing an existing agreement or entering into any new agreement.

II. Oversee efforts to extend high-speed internet to all residents and businesses in town, e.g., fiber service directly to the home (FTTH – Fiber to the Home is a type of broadband internet connection technology that uses fibre-optic cables to transmit data at very high speeds) or other technology. The Committee will:

- a. Maintain accurate records of poorly-served areas in Bourne, i.e., due to unreliable, slow, or unaffordable internet.
- b. Gather information about historical and current internet provider infrastructure and performance quality.
- c. Generate new performance tests if existing data are insufficient or providers fail to provide when requested as needed.
- d. Monitor literature for new technologies in internet services.
- e. Investigate opportunities for fiber-to-home and fiber-to-business utility opportunities throughout the community, including strategies, cost analysis, and project planning
- f. Make recommendations to the town about any consortium that is constituted for the purpose of owning, operating or executing an agreement with provider(s)
- g. Arrange to complete a detailed engineering design and cost estimate study of cost to construct FTTH infrastructure

III. The Committee will identify potential grants to carry out any of the provisions of this Charge.

IV. Provide liaison between the Town and providers as necessary to carry out the several provisions of this Charge.

V. Report to the Select Board quarterly on activities and the above as indicated, or as requested. Reports may be submitted more frequently if necessary, e.g., for

grant requirements, grant deadlines, construction or other implementation timelines.