

# **SACO RIVER COMMUNITY TELEVISION**

## **REGIONAL PUBLIC ACCESS TELEVISION CENTER**

### **MISSION STATEMENT**

1. To provide the citizens of the 6 towns on the Saco River Cable System with the training and equipment necessary to produce non-commercial, non-profit, community television programming to be shown on the regional public, educational and governmental (“PEG”) access channels. Such training and equipment will be provided to any resident of the Member Towns on a non-discriminatory basis without regard for their various political, social, economic, religious, or other views or beliefs.
2. To provide the opportunity and technical means for individuals, institutions and organizations to learn and expand their horizons and to provide a flourishing marketplace for an exchange of ideas in the community.
3. To foster innovative uses of the PEG access channels in the public interest with particular concern for those whose interests are not commercially attractive to the conventional media.
4. These channels are provided to all cable television subscribers according to the terms and conditions of the Cable TV Franchise Agreements between the Member Towns and the cable operator. Program content shall be the sole responsibility of the producer and must comply with the guidelines set forth the Saco River Community Television Operating Policies and Procedures Manual.

### **START-UP CHECKLISTS**

#### **Town(s) Start-up Action List:**

1. Enact or modify Cable TV ordinance(s) as appropriate for the Member Towns.
2. Continue to appoint a representative to the Saco River Cable Committee as described below.
3. Appoint a representative to the Public Access Corporation Board of Directors as described below.

#### **Saco River Cable Committee Start-up Activities and Ongoing Functions:**

- Appointments: This committee will consist of up to 6 members named by each of the participating towns. Each participating town may annually appoint one member to this committee. Non-participating towns (if any) may appoint a non-voting representative to this committee. In addition to their present duties as described in the by-laws of the committee, the members would be responsible for creating the Saco River Access Corporation and performing the start-up and ongoing functions as listed below:
- Create Articles of Incorporation - 501 ( C ) 3
- Assist with the design of studio space and equipment requirements
- Develop a current and projected budget and define funding sources
- Assist with start up of operations and the creation of the Access Corporation.
- Insure that the Cable operator is in compliance with all provisions of the Cable Franchise Agreement. Provide recommendations and information to the Town Manager, Selectmen and/or Town Council regarding compliance issues regarding the Cable Television Franchise Agreement.
- Review and audit reports submitted to the town by the cable operator as required by the Cable Television Franchise Agreement and any other correspondence as may be submitted to the town concerning the operation of the cable system so as to insure that the necessary reports are completed and fulfilled pursuant to the terms of the Cable Television Franchise agreement or the Towns CATV Ordinance.
- Work with the public and the media to assure that all records, rules and charges pertinent to the cable system are made available for inspection during town business hours upon reasonable notice.
- Coordinate and resolve customer complaint issues from the public with the cable operator.
- Make recommendations to the cable operator concerning citizens requests or surveys for specific channel programming.
- To monitor compliance with the terms and conditions of the contract between the town and the SRC-TV Access Corporation.
- The Committee shall have the authority to conduct public hearings in the performance of its duties.
- Undertake other such duties as the Selectmen and/or Town Council may assign from time to time.

# **(TOWN) CATV REGULATORY BOARD or CABLE COMMITTEE**

## **DUTIES AND RESPONSIBILITIES**

- Members are appointed by the Selectmen or Town Council and perform the duties that are assigned to them by the individual towns. A member of this board may be appointed as the towns representative to the Saco River Cable Committee.