



Comcast Cable Communications, Inc.  
4 Lyberty Way  
Westford, MA 01886  
www.comcast.com

July 28, 2005

Board of Selectmen  
Town of Acton  
472 Main Street  
Acton, MA 01720

Via UPS: 1Z V90 5F8 22 1001 2701

RE: Requested Reports

Dear Members of the Board:

In preparation for the upcoming Performance Evaluation Hearing on August 8, please find copies of the reports required under various sections of the License. For your convenience, we have included copies of a number of reports that are sent to the Town on a regular basis. If you have questions on the reports, in particular the technical reports, I would appreciate having those questions prior to the hearing.

The following reports are included:

License Section	Report	Frequency
6.2	PEG Access Coordinator Reports	At the end of each calendar quarter
6.4(f)	PEG Equipment Inventory	Annually
10.4	Insurance, Performance Bond, Security Fund	Each document is for the life of the License
11.4(a)	Balance Sheet	DTE Form 200 Sent annually to the Town. Also see <a href="http://www.cmcsk.com">www.cmcsk.com</a>
11.4(b)	Subscriber Revenue	A detailed report is sent annually to the Town along with and in support of Franchise Fee payment
11.5	Cable System Information	Sent annually to the Town on or about March 15 of each year in support of the License Fee payment
11.6	Telephone Reports	Quarterly
11.7, 11.8, 11.9	Complaint Reports	DTE Form 500 sent annually to the Town and the DTE near the end of the month of January
11.10	Line Extension Report	Sent upon request by the Town
11.12	FCC Proof of Performance Tests	Semi-annually

We have submitted the most recent copies of these reports. Reports that are regularly submitted to the Cable Division of the Department of Telecommunications and Energy are provided annually to the Town and will reflect activity in the previous fiscal year. These include Forms 200 and 500 governing the Balance Sheet, Revenue, Subscriber numbers, service outages and complaints.

Comcast is aware that certain reports, most notably the reports on studio operations, telephone reports and the Proof of Performance Tests may not have been submitted according to the above schedule. We are taking steps to correct that situation so that the Town receives those reports according to schedule.

If you have any questions concerning these reports, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rob Travers".

Rob Travers  
Manager of Government Affairs

CC: Members of the Cable Advisory Committee, Town of Acton  
Elizabeth Graham, Director of Government Affairs, Comcast

**LICENSE SECTION 6.2  
PEG ACCESS REPORTS**

**Compliance: Quarterly reports**