

**Cable Television Advisory Board Meeting Minutes (Brief)
February 10, 2006
(amended with corrections March 14, 2006)**

The May meeting convened at 9:10 am in the Aldermanic Chamber, Nashua City Hall by Chairman Ed Lecius.

ROLL CALL

Members of the Board Present: Andrew Cernota, Rick Farrenkopf, Ed Lecius, Charlie Matthews, Diane Sweeny, Alderman Fred Teeboom.

Members of the Board Absent: Dory Clarke, Nick Darchik, Roger Hatfield, Gordon Jackson, Ken Tyrrell.

Also in Attendance: Bryan Christensen (Comcast), Mark Sousa (Mayor's Office)

REVIEW AND ACCEPTANCE OF MINUTES

Motion to accept and place on file the brief January meeting minutes. Motion carried.

CORRESPONDENCE

Chairman Lecius received email from Judy Hogan regarding technical difficulties during a recent Channel 16 broadcast. Maureen Lemieux responded.

ACTION ITEMS

Chairman Lecius has asked the Mayor to submit names to fill open positions on CTAB.

Alderman Teeboom noted that the Planning Board meeting was not televised. Maureen Lemieux will see that it does not happen again.

EMERGENCY SCROLLING TEXT MACHINE

Mark Sousa said he has no new information regarding the Emergency Scrolling Text Machine.

VIDEO SERVER UPDATE

Alderman Teeboom noted that Gordon Jackson had great frustration setting up the video server and spent many more hours than were originally contracted. Maureen Lemieux will audit the documentation, and if everything is OK Gordon will receive his final \$2000 payment. Right now the video server is not being used, and we will need a program manager to determine the status. He advised the chairman to take the video server off the Action Items list until a program manager is in place.

Rick Farrenkopf asked if Gordon's original contract was for \$5000. Alderman Teeboom confirmed that this is correct but noted that there was a conflict of interest due to Gordon's CTAB membership. Rick asked how much the original contract was for and when the video server was purchased. Alderman Teeboom stated that it was \$50,000 for MATCO to provide the video server without documentation and training in 2004.

TRAFFIC CAMERA WIRING

Chairman Lecius stated that there are no new developments regarding traffic camera wiring. Roger Hatfield is looking for more money.

PEG PROGRAM MANAGER

Mark Sousa has reviewed Position Description Forms (PDFs) from around the state. Salary ranges start around \$37,000/year. Merrimack has 2 part-time assistants at \$14.50/hour each. Mark intends to give the PDFs to the Human Resources department and let them determine the salary range.

Chairman Lecius suggested that the policy subcommittee look at the PDFs.

POLICIES & PROCEDURES

A draft of the Policies and Procedures was reviewed and the Policies and Procedures subcommittee agreed to meet later in the month.

OLD BUSINESS

Chair Lecius said that there are 4 CTAB vacancies: 3 citizen and 1 business representative. He asked that members send names of possible candidates to him or the Mayor. Alderman Teeboom said he had a potential candidate's that he would pass to the Chair.

Alderman Teeboom asked if he could proceed to have the Board of Aldermen approve the funding for the Program Manager position. Chair Lecius asked if there were any objections. There were none.

Motion to ask Alderman Teeboom to have the Board of Aldermen approve the Program Manager position. Motion carried.

Alderman Teeboom asked Diane Sweeney to tell Maureen Lemieux that release of payment to Gordon Jackson is up to her.

COMCAST REPORT

Bryan Christensen announced that Comcast is launching a High Definition channel for the Olympics today. PPV channels 403-407 are up again, Canadian TV5 is now called "TV5 Monday", and some on-demand episodes are available for \$.99. Comcast will also be launching a 35-40 channel "Family" package – G-rated content only – shortly. Beginning March 1, the hours for the Nashua office will be 9-5 Monday-Friday and 9-1 on Saturday.

Alderman Teeboom asked when the P & E channels will be allocated. Bryan did not know, but stated that while Comcast makes the channels available, they do not assign numbers yet. Alderman Teeboom would like to know in the near future when the numbers are available.

Rick Farrenkopf asked about the status of the origination points. Bryan said that Lee Burgess is our contact at Comcast and he can roll in 2-3 days notice.

Mr. Christensen also suggested that when we begin interviewing candidates for the Program Manager position, we should bring PMs in from other towns to help with the interviewing process.

Motion to adjourn. Motion carried.

The meeting was adjourned at 9:35. The next meeting will be on Friday, March 10, 2006 at 8:30 a.m. in the Aldermanic Chamber, Nashua City Hall.

Respectfully submitted,

Charlie Matthews,
Secretary