

CABLE TELEVISION ADVISORY BOARD

OCTOBER 13, 2006

A meeting of the Cable Television Advisory Board was held Friday, October 13, 2006 at 8:37 a.m. in the Aldermanic Chamber.

Members of Committee present: Diane Sweeny
Alderman Fred Teeboom
Andrew Cernota
Kathryn Vitale
Paul Johnson, Citizen Representative
Ken Tyrrell
Kelly Dowling, Mayor's Appointee
Nick Darchik
Rick Farrenkopf (arrived late)
Dorothy Clarke, Esquire (arrived late)

Members of the Committee absent: Dennis Ryder, Citizen Representative
Charlie Matthews
Roger Hatfield, Fire Chief
Bryan Christiansen, Comcast
Ed Lecius

READING OF MINUTES OF PREVIOUS MEETING

**MOTION BY (UNIDENTIFIED SPEAKER) TO ACCEPT AND PLACE ON FILE THE MINUTES OF THE MEETINGS FOR SEPTEMBER 8
MOTION CARRIED**

Kelly Dowling

Mr. Chairman, I would like to make a comment at this time about the minutes if that's possible?

Andrew Cernota

Okay.

Kelly Dowling

I read the minutes of the last meeting and discovered that my name is mentioned many times in them. I was on vacation and not at the meeting. I wanted to bring the team up to

date. I will remain as the Mayor's designee and liaison to this board. I am not the hiring authority for the PEG Manager. I will only participate on the panel to interview the candidates as the Mayor's liaison. The PEG Manager will not report to my office. I have no responsibility for TV 16 and its current programming. I have no responsibility for scheduling TV 16 videographers or for insuring the filming of today's meeting. I will remain as your elected clerk and will provide administrative support to this board as requested by your Chairman. Mr. Chairman I am not aware that this voted to appoint Alderman Teeboom to personally orchestrate the hiring process for the PEG Manager. Alderman Teeboom is entitled to his opinion and input to this board, but he is not the only person on it. This is an advisory board to the Mayor. It can do nothing but suggest and advise the Mayor. It has no authority to lobby, interfere, nor act on its own.

I submit that this board has a responsibility to ensure that the actions of its individual members are a representative of the entire board or that members be asked not to act unilaterally. I don't recommend anyone take a vacation either. Thank you.

Andrew Cernota

If there are no further comments regarding the minutes of the previous meeting, we'll move on to written communications.

WRITTEN COMMUNICATIONS

Andrew Cernota

Everyone here should have received by e-mail a copy of our current budget, identify the CTAB ledger, and also a copy of correspondence from John Baker, IT Director. This correspondence would include an update on the PEG Program Manager recruitment and City Hall audio testing, the City of Nashua aldermanic chamber audio assessment, and the City of Nashua third floor auditorium audio assessment.

MOTION BY ALDERMAN TEEBOOM TO ACCEPT AND PLACE THE THREE COMMUNICATIONS ON FILE MOTION CARRIED

- Financial Statements

Andrew Cernota

We'll move on to the discussion on the financial statements. We accepted these as correspondence. Are there any questions or comments regarding the financial

statements as it was published?

Diane Sweeny

In the ledger itself, Mr. Teeboom brought it up to my attention, that there is a miscalculation in the formulas. I have to go back into the computer and find out what went wrong somewhere. I will make sure that everybody gets a new copy of that.

Kelly Dowling

Just to clarify. The expenses and the increases are correct. It seems that there's a problem in the balance column.

Diane Sweeny

There's something in the formula that did not catch everything.

Alderman Teeboom

I have a question on other than the obvious error. I wish we did have \$323,000 in the kitty. That would be wonderful, but we don't. A couple of questions. The expenses – the videographer warrant number 4; videographer number 5, 6 and 7 – that is for the videographers that cover all channel 16 expenses correct?

Diane Sweeny

Yes.

Alderman Teeboom

The steno is for the transcription of the minutes, correct?

Diane Sweeny

Yes.

Alderman Teeboom

Like \$247.50, would that be for one set of minutes or more than one set?

Diane Sweeny

One set.

Alderman Teeboom

Okay. So we are getting verbatim transcription and you see the price.

Diane Sweeny

Yes.

Alderman Teeboom

We don't have to have verbatim transcription. I don't know if it would make it any cheaper and have somebody summarize all of the things that we are saying. Is there a way to cut that cost some or not?

Diane Sweeny

No.

Alderman Teeboom

Okay. So that's the cost of getting all of our stuff. That's all I have.

NEW BUSINESS

Andrew Cernota

The first item of new business is the report by John Barker, IT Director, of the City. If the clerk would like to...

Kelly Dowling

Yes Mr. Chairman. We distributed this last evening. It's rather lengthy and didn't print one for everyone. However, I do have one here if anyone didn't bring it with them and would like to review it. Basically, we have a communication from the IT Director as an update on the PEG Manager recruitment. Did everyone receive an e-mail copy or have a copy with them?

Diane Sweeny

That I don't have.

Kelly Dowling

I apologize for that inconvenience.

MOTION BY KELLY DOWLING THAT THE COMMUNICATION BE READ INTO THE OFFICIAL ORAL RECORD AT SOME TIME LATER

Alderman Teeboom

I'll turn the technical part over to Mr. Tyrrell. Let me just summarize what's in here, and I worked with Mr. Barker. First of all I'm very pleased that Mr. Barker really took the bull by the horns on this one. He's doing just an outstanding job here. What he did is he contacted several vendors and, as you know, last night we met and months ago we authorized up to \$1,500 to have testing done in this chamber and upstairs in the auditorium. I attended his briefing last Friday, and then I got out of the way and they went ahead and did testing. The result is what's summarized in the second and the page is called "chamber assessment and the auditorium assessment". In terms of the chamber assessment, what was asked for in the RFP prepared by Mr. Barker was just a listing of things that have to be done, not necessarily listing by part number what had to be done because this contractor did this for \$1,300 can be bitter, but he certainly is not locked into the next part of this job.

He gives a summary and just rather read all of this, you can see that it is quite extensive. It does include a digital video recorder instead of the audio recorder so that things can be digitally recorded. They can be lengthy recorded. We don't have to have interruptions with people changing tapes. There will be a means of getting that through a flash memory to the stenographer who can then change the stenography. There is also, of course, a computer stenography piece of item in here so the stenographer instead of using an analog tape now uses the digital tape. The DBR applies to both upstairs meetings and downstairs meetings or if necessary there's one transcription device, so that can be adjusted in this list. I think the listing lists both two transcription devices.

On top of that you'll see that within this chamber there is a number of things required. One of them is these microphones. You'll notice people are bending over to speak into them. They are poor quality and generally seeing that the design – the overall assessment is that this system is not properly designed and installed. If you look at the auditorium, the story is that the same thing. The system is not properly designed or installed, and he gives the list of equipment and items, including DVR. Immediately going on at the same time, the upstairs will be the zoning or planning meetings. Sometimes public meetings. While down below in the chamber, there will be at the same time

aldermanic meetings or meetings like ours used in the evening. So the belief is that this recording equipment, the quality of this stuff goes on television. Comments that we've had that the television broadcasts have terrible sound. Lots of comments I have received, possibly from some of you, that they can't hear people that speak into the microphone, like I'm doing now right on top of it, which is not appropriate. You should be able to speak all around this microphone.

It's my opinion, of course, that this is all part of CTAB. You can argue whether it's the transcription machine itself is part of CTAB or not, but it's part of the package. I'll also say that in fixing this we'll certainly be doing a great deal for the aldermen and the planning and zoning board. The PR is is that we try to get some additional money for the public channel later on. I have certainly made a lot of notice to the aldermen that we are going to fix the system. There's been a lot of complaints. I think there's some letters were introduced by Alderman McCarthy that specifically addressed that this board and Director Lemieux to give an update and get the audio fixed. Well this responds to that.

The bottom line of all of this is, and I like to make several motions, but before I do, I'll take anybody else's comments. In summary, and this is the thing that John insisted on, is to get a budgetary. The budgetary for the chamber if you look at page 2 is \$12,800. This actually to me is a pleasant surprise. I would expected it to be more. There is a listening kit, which we have to check into with the Human Resources whether you need a listening kit. A listening kit is for ADA handicapped people that can sit in the audience and still have a portable device that they can plug in their ear and is a wireless transmission on what's being said. A lot of them listening, as you can see, sitting in the back of the audience can hear us through the speaker on the ceiling. Whether we need that or not, I don't know. There's a price, I don't know if that price is included, that's something that ought to be clarified. The same thing applies to the auditorium. So if you add these two figures, it's \$12,800 for the aldermanic chamber and \$9,800 for the auditorium. If you add \$1,800 – perhaps if we need it for the ADA listening devices, the total budgetary – like I said (inaudible) because the transcription machine is in there twice. I didn't see the price broken down for the transcription machine. You see there are some examples given of prices, but the transcription is not priced in here. The totals add up to \$24,400. I'd like to make some motions, but let me here some anyone else's discussion before I make any motions.

Paul Johnson

Thank you. Yes, I do agree that this is less than I expected as well. Not a lot less, but certainly less. I noticed that there is – do we have speakers in this room? Loud speakers?

Andrew Cernota

I believe these round things are.

Paul Johnson

Okay. I always wondered what that was. I was questioning the need for a feed back eliminator. I didn't ever see any speakers, but obviously we do have them. I guess the feedback elimination is appropriate.

The ADA listening devices are separate after the total. So I think that is a separate item. I would recommend that those are items that we should have. I would certainly recommend I think one for this hall and one for upstairs as well. If you have 100 people in that auditorium it's very hard for people who are hearing impaired upstairs to hear. I guess the units themselves are portable so two people could listen upstairs. I would certainly like to see those come in.

I do have a concern. I've stated last month and I'll reiterate here about this coming out of the CTAB equipment budget. If we didn't have any television coverage, we would still need recording equipment. We'd still need microphones. I've listened to tapes of aldermanic meetings and tapes of planning and zoning board meetings. With the current equipment, a lot of those records are inaudible. Very poor. We have a court case going on right now, and I'm sure there are other ones in Superior Court where those audiotapes can be used on the record. So we do have a requirement for audio services, not video but audio – microphones and what not for the City's business. People to hear in the hall and what not. That feed feeds into the video, but we have a very limited budget for the purposes of building out a PEG system and funding it. So I would just like to, on the record, as encouraging the aldermen to chip in somewhat for the purposes of this audio. I'm certain happy to share it, but I feel uncomfortable with our limited budget paying 100 percent of this essential service.

Andrew Cernota

At this time, I'd like to note that Dorothy Clarke and Rick Farrenkopf have joined the meeting.

Kelly Dowling

Diane and Dory please chime in if I'm incorrect here. It's my understanding that the equipment that we're discussing is not owned by CTAB. They are actually part of the City's infrastructure and are maintained as such. It is also my understanding that there is

no budget to enhance this system in any of the current budgets or the project budgets for the year. We as an advisory board can make a motion to spend money. However, when it comes to actually doing it, someone else has to decide that can take CTAB money and actually spend it on this equipment. It will have to go through the Board of Aldermen, I believe, because they own these. It will have to go through the auditorium commission because they own that.

Alderman Teeboom

That's not correct.

Kelly Dowling

Okay. So how do you see that Mr. Teeboom?

Alderman Teeboom

Since we approved the planning – things have changed. Things changed actually before you joined the board. What changed is that the Board of Aldermen approved, my favorite document – planning and policy procedures. The planning and policy procedures set out a whole series of steps about purchasing. The steps about purchasing are the following: the CTAB make recommendations to purchase, and here we are facing our first – since I've been on the board, a first example of a request to purchase. If CTAB approves this, like I said I'll make a series of motions and there can be more than one motion, if CTAB approves it, then it goes into a next stage which means preparing an RFP. Then it goes into purchasing procedure of the City, which is also described in the CTAB policy and procedures. That is if the purchases are below \$15,000 at this point, it is up to the purchasing manager to make those arrangements. If it goes beyond \$10,000, then it goes before Finance Committee. The Finance Committee acts on behalf on the Board of Aldermen. It does not have to go separately before the Board of Aldermen. I also need to go to Finance Committee if the expense, like this expense here, is over \$10,000.

Kelly Dowling

Who actually approves, Alderman Teeboom may I continue? Who actually approves – you could approve spending budget on a new desk for the Mayor, and we could all approve that. It could go to RFP, and all that happens separately. Who actually approves taking the Mayor's desk out and putting in a new desk? Wouldn't the Mayor have to approve that?

Alderman Teeboom

Like I said, there's a policy and procedure. The procedure for the purchasing manager – now the purchasing manager can not do anything without the Mayor's final signature. As you know, you're the administrative assistant. Finance Committee is slightly different because the Mayor chairs the Finance Committee, so he has a vote on the Finance Committee. However, he can be outvoted on the Finance Committee. He cannot veto a purchase that is approved by the Finance Committee because his vote is one of seven votes.

Kelly Dowling

May I continue?

Andrew Cernota

Well actually I think if I may clarify. I think Ms. Dowling's question is – because the current equipment is owned by the respective controlling agency for the particular room, in this case the Board of Aldermen and upstairs by an auditorium commission. Is there a problem with removing existing equipment that is already theirs? I see Attorney Clarke...

Kelly Dowling

It isn't about spending the money.

Dorothy Clarke

My only slight, maybe correction on that is the auditorium commission is for the Edmond O'Keefe Auditorium. The auditorium upstairs would fall under the Mayor and the Administrative Services Division. So anything in the third floor auditorium, I think, can just go through normal administrative procedures. I believe, yes, because the aldermen are basically in control of this room, I don't think it has to be necessarily a formal resolution or ordinance, but maybe by communication we'd want some confirmation by the board that they wanted upgrades to the equipment in this room, which I don't think would be a controversial vote.

Kelly Dowling

Thank you.

MOTION BY ALDERMAN TEEBOOM FOR CTAB TO AUTHORIZE THE EXPENDITURE OF UP TO AND NOT EXCEEDING \$25,000 FOR PURCHASE OF ACQUISITION OF ALL THE EQUIPMENT AND RELATED ITEMS FOR THE AUDITORIUM AND THE ALDERMANIC CHAMBER AS OUTLINED IN DIRECTOR BARKER'S LETTER

ON THE QUESTION

Is it prudent to get approval by the people who own the equipment that they want their equipment replaced before we authorize purchase of equipment. A lot of time and dollars will be spent long before it gets to them. They could literally decide they don't want it.

Kathryn Vitale

I would say that we would be able to take the vote and base it on their approval. So it doesn't have to go to them and then back to us to make the formal vote. We could make the vote based on their informal approval.

Alderman Teeboom

I'll be glad to do it because I'll just prepare the correspondence and place it on file the next time the aldermen meet, which is a week from this week. So there would certainly be time to get in the correspondence.

MOTION BY ALDERMAN TEEBOOM FOR CTAB TO AUTHORIZE THE EXPENDITURE OF UP TO AND NOT EXCEEDING \$25,000 FOR PURCHASE OF ACQUISITION OF ALL THE EQUIPMENT AND RELATED ITEMS FOR THE AUDITORIUM AND THE ALDERMANIC CHAMBER AS OUTLINED IN DIRECTOR BARKER'S LETTER CONTINGENT UPON ACCEPTANCE BY THE ALDERMEN AND THE MAYOR FOR THE AUDITORIUM

ON THE QUESTION

Alderman Teeboom

I'll send a letter in and get that across.

MOTION SECONDED BY KELLY DOWLING

Alderman Teeboom

The motion is not to wait for that approval. It just anticipates it. If they say no, I guess we cannot proceed.

Paul Johnson

One would hope that the Board of Aldermen would be suitably appreciative of our investment in their facilities and will repay the favor some day.

Andrew Cernota

We'll have to take the opportunity to remind them.

MOTION CARRIED

Alderman Teeboom

Now what John Barker recommends is, and if you look at the bottom of the letter, and I faxed him by phone yesterday about that, I received it late yesterday afternoon prior input. I just got the letter and he called me. He recommends two approaches. One is to write an RFP or just let the purchasing manager proceed just by based on the list. I prefer based on the RFP approach. He's saying if you do an RFP, he would like to have one or two people on members of CTAB work with him on the RFP. The RFP is not complicated because basically the table is already here. You put some words in there around the standard RFP language about bidding this job, and we go with probably in this case it would probably be a – not a sealed bid but a competitive bid obviously per purchasing regulations. So my second motion is that I, myself, being on the Finance Committee will ultimately have to shepherd this thing through as well – because it's beyond the \$10,000 limit. And perhaps one other member on CTAB work with John Barker and the purchasing manager putting together an RFP. An effort that takes maybe a few hours. That's my second motion.

MOTION BY ALDERMAN TEEBOOM THAT A MEMBER FROM CTAB WORK WITH JOHN BARKER AND THE PURCHASING MANAGER IN PREPARING AN RFP

ON THE QUESTION

Alderman Teeboom

Does anybody volunteer is the question besides myself?

Paul Johnson

I'll volunteer.

Alderman Teeboom

Anyone else?

MOTION CARRIED

Alderman Teeboom

The third and final motion on this and that is the RFP goes out. I expect it to happen quickly – maybe a couple weeks the most, and the responses come back, and my motion then is to have the technical committee meet with John Barker and whoever else in the City is involved, but meets with John Barker and the technical committee. So it would be chaired by Rick Farrenkopf, and makes a determination and recommendation to purchasing manager what to buy. That saves a lot of work. The requesting agency from CTAB that works through the technical committee makes a decision and recommends to the purchasing manager this is what we want. The purchasing manager, as I mentioned before, drafts up a memo in this case to the Finance Committee of all seven members of the Finance Committee chaired by the Mayor, and they decide at that point whether to accept that bid, or they can not accept the bid. I'm not sure they can at this point modify that bid. If they like the bid, then they send it back and say disallowed go back and do something else.

MOTION BY ALDERMAN TEEBOOM THAT THE TECHNICAL COMMITTEE TO ACT ON BEHALF OF CTAB IN MAKING THE DECISION AND ACT ON BEHALF OF CTAB TO WORK WITH JOHN BARKER AND THE PURCHASING MANAGER TO GET THIS SHEPHERDED INTO THE FINANCE COMMITTEE

ON THE QUESTION

Alderman Teeboom

So a report is basically made to CTAB the next time CTAB meets. But we don't have to wait for CTAB to meet before the next step, which is the selection. So that's a decision for this board to make on whether they want to delegate this to the technical committee.

Kelly Dowling

I just need a clarification Alderman Teeboom. Are you asking that this small sub-committee be allowed to act once the RFP has been put out, and the purchasing

department selects the people to do the work? To just go ahead and authorize it?

Alderman Teeboom

No. You missed the point. The point is (inaudible) to meet this point. Before the purchasing manager can act, it has to first go to the Finance Committee. Before it goes to the Finance Committee, the selection has to be made what it is you want to buy. So the technical committee goes over the RFP, goes carefully over the items in this list, decide what they want, what they don't want, and because this is, in my opinion, RFP – therefore ends in negotiation, they would also be partaking as negotiation if it is necessary with the vendor arrange a contract. Then the contract says spending approval by the Finance Committee. So that process of making this thing work would be delegated to the technical committee of CTAB.

Kathryn Vitale

I see the benefit of having Mr. Teeboom, Mr. Johnson get together with Mr. Barker to write up the RFP. Once the RFP is written up, I'm assuming that those three people have already approved the items within that RFP. At that point, I would be most comfortable with Mr. Barker attending that Finance Committee to answer any questions that they might have as they discuss the RFP and the approval of that expense. I don't see a need for all three people to be there. I think it just bogs things down and creates more time at the committee level. I think that he could speak on their behalf if they have, in fact, written up a very solid RFP.

Rick Farrenkopf

I think the other issue that Alderman Teeboom was bringing up is if in the review of the RFP we have competing vendors and we have two or three vendors with similar equipment. What's the best review purchase? I wouldn't have a problem with the technical committee reviewing that. I still think that we should follow our policies and procedures that we've spent so long in developing. I think just having the technical committee make that recommendation kind of subverts our P&Ps and that they should do what they are supposed to do and just make a recommendation to CTAB that the technical committee has reviewed this. We recommend vendor A over vendor B for these reasons, and then let CTAB make that recommendation based on that input.

Kelly Dowling

That's where I was going. Thank you.

MOTION BY ALDERMAN TEEBOOM THAT THE TECHNICAL COMMITTEE TO ACT

ON BEHALF OF CTAB IN MAKING THE RECOMMENDATION, BUT THAT THE FINAL SELECTION COMES BACK TO CTAB FOR FINAL APPROVAL MOTION CARRIED

UNFINISHED BUSINESS

- Technology committee update

Rick Farrenkopf

I guess we sort of met. I'm not sure if we officially met. We had some discussion around that. We didn't have the meeting posted. I guess from this point forward we need to have those meetings posted, I believe. Is that a fair statement to make, I think, based on the...so we had a discussion around the implementation that Comcast has done. I know on the school side we have all of the modulators that have been tested by Comcast, and we want to proceed to test them. I believe, and Bryan can correct me if I'm wrong from Comcast's perspective, the last conversation I had was with a gentleman by the name of James Cole who had told me that he needs a little bit of advanced warning – if that's the right way to put it, or advanced notification of when we would want the educational channel to go live. There is a series of steps that he has to go through. I didn't get a chance to contact him this week to ask if he needs notification for us to do any testing. One of the things that we'd like to do is to actually go to the locations and take the modulators and make sure that we're getting some clear signals on the school side. I don't have control of the City side modulators. I do have control of the school side modulators. So we discussed doing that. We had a discussion about the educational channel going live basically whenever the education content committee wanted it to. That was our conversation, and we hoped that CTAB would feel the same way.

The other conversation we had was around inviting James Cole to come back at some meeting, or someone like James Cole to go over some of the technical concerns that some of the members on the technical committee – or questions not necessarily concerns had about the implementation. My concern with that is – I mean we all know it has been painfully slow getting the PEG Manager hired but our intent all along was to get a PEG Manager on board before we took a series of steps. I'm sure that once the PEG Manager comes on board one of the first things he's going to want to do is to meet with someone like James Cole to get an understanding. So I feel like we'd be asking those folks to do that twice. So I don't think that we're asking Comcast to fix a problem at this point. We're simply asking Comcast for some better understanding. So my opinion is that we ought to wait until a PEG Manager is on board before we invite someone like James Cole back.

Secondarily, there was some discussion about getting the educational channel live. I

don't know if we want to talk about that as part of my update here or as a separate agenda item. That's basically what we did at the last technical committee meeting. We had talked about scheduling another one, like I said, to invite James Cole back. My advice would be to wait until we have a PEG Manager on board before we do that. That's basically what we did at the last technical committee meeting. There was a couple of members here that can add to that because they were at the meeting.

Alderman Teeboom

Yes I was there and Paul was there. That relay was accurate. There was not a quorum of the committee. So there were no minutes or actions taken. I am interested though, Mr. Farrenkopf, about the testing. Now that we have a modulator and wiring in place – in fact we talked about this yesterday when we talked about the ordinances, which I'll talk about later which is before the aldermen at this point about the education channel and where we stand. I would appreciate it if you could possibly tell us about the scheduling of any testing you're doing. It would be a channel 99 I believe. We'll have to advertise on Channel 16 when 99 goes in operation. So could you give us some update on what the schedule looks like in getting the education channel up and running through the testing phases into a test program actually.

Rick Farrenkopf

As I said, I need to contact James Cole to find out if he needs some advance warning before we do our testing. I'll contact him probably on Monday. Assuming he doesn't need a lot of advance warning, for the sake of this discussion let's say he needs a week, then I can – so whatever that time is, we can then – so what he would do is do whatever connections at the head end that he needs to do to make that go live. We would then have to go to the various locations with a modulator and procure a piece of equipment or a camera so that a signal can go on to the modulator and make sure that that signal is being broadcast with quality levels that we agree on or whatever that are perceptible at those different locations. So the testing of it can be done. I don't have the equipment offhand, but I can get a hold of the camera. I can get a hold of some device to do that along with modulators.

In terms of this channel going live, I think that's a separate discussion. I mean I'm all in favor of getting it live as soon as we can, but we just don't have the equipment right now. Again, we had talked about the PEG Manager coming on board before we did that. Now in the interim what we could do is perhaps procure an inexpensive character generator because one of Comcast's requirements is that there is a constant signal on that station. So I know you had talked about wanting to broadcast the Board of Education meetings. Again, that becomes not problematic, but it becomes an issue in that, again, we don't have any equipment to do that. We could broadcast it live with a camera and running a

long cord to the modulator, but we have no ability right now with equipment that CTAB has control of to record that on a periodic basis on that channel. Again, as much as I want that channel to go live, I think that the education committee, which hasn't met yet, ought to have an opportunity to meet and have some discussion around that.

Alderman Teeboom

Let me just ask a question. You mentioned you have not equipment. The broadcast is done from North High School where the Board of Education transmits and transmits live through Channel 16. So you do have that equipment.

Rick Farrenkopf

That's not true. We don't broadcast live on Channel 16. There's no ability to do that. There's a recording made. It's put on tape, and then it gets replayed on Channel 16 at whatever schedule CTAB dictates.

Alderman Teeboom

So are you saying that if you record it, you still record on 16 but you couldn't play that tape also on Channel 99?

Rick Farrenkopf

Correct. What I'm saying is we don't have a video recorder. Like I said, it's not necessarily a lot of money, but we don't have a VCR available to replay that tape. Again, the broadcast can't be done from City Hall on to Channel 99. The broadcast needs to be done from one of the points of origination, which means that we have to have someone insert a tape onto a VCR at one of those points of origination. We'd have to decide; I'm not sure what the current schedule is. So it just becomes a series of issues. None of them huge. None of them insurmountable. It just becomes a series of steps that needs to be taken.

Alderman Teeboom

Can I make a recommendation on this subject? The education committee is now in place. In fact, Mrs. Vitale on this board is on this committee also. If the education committee could meet and tell us what they need – so they should come back to CTAB, this board just like John did on the auditorium equipment and say look we have the Board of Education recording but we have no way to play it because we don't have a recording playback equipment at the broadcast point in the school. So you need to tell him to come back to CTAB and tell us what you need. If you want to wait for the PEG Manager to

come back and do all that or (inaudible), that's up to you. You need to come back to CTAB and tell us what you need.

Rick Farrenkopf

I guess my answer to that is that's not the role of that committee. The role of that committee is simply to look at and come up with ideas for contents and say that we would like the Board of Education meeting to be replayed every single night at 7 o'clock. It's not up to them to come back to us and say – in order to do that we need the following equipment. That's the PEG Manager or in his absence what the technical committee was going to do. Then we consciously decided to wait for the PEG Manager to be hired before we took those steps. Now the PEG Manager is taken, as I started saying painfully long, so I think that's why we are in this predicament. We decided several months ago we wanted to wait for the PEG Manager to come on board before we started to procure equipment. So I know that that's taken longer than we want. I'm not trying to put off getting content on that channel; I'm just wanting us to engage in a discussion that we do it right. I don't want to see us spend money on stuff that we don't necessarily need for the future as an example.

If your desire is to do something with the scheduling, then maybe that is a separate discussion. Right now the only content that we have to put on that would be the Board of Education meeting. All I'm saying is I would like that committee, and I agree, the committee has been not really formed at this point. There's been people identified outside of the district who want to be a part of that committee. I appreciate that. But the chairman of that committee has not yet formed a committee within the district and has not set up a meeting yet. I don't know if Mr. Lecius has been in contact with that person. They are out right now. I tried to contact them. All I'm saying is I'd like that committee to be given an opportunity to meet, make a decision about what they would like to do, and then I'm more than happy as current chair of the technical committee to work with them in bringing back a recommendation. I'm not trying to delay things, but I just want to have some conscious steps taken. I hope my meaning is getting through.

Paul Johnson

He covered it all.

Bryan Christiansen

Just kind of responding or answering some of the questions I thought I heard. On our end, all the testing is done. The system has been tested.

Andrew Cernota

Just a note. As we had in our audio assessment, the microphone needs to be about 4 inches from your face to pick it up.

Bryan Christiansen

The system is constructed and tested. We do need a live signal to turn the system on whether it is a character generator or a loop of a tape or something. We do need a live signal.

Mr. Cole, as you people that have spoken to him, you certainly know he is the expert in this matter. He will be available and can be available. The notice he requires is more for a personal scheduling issue because he does cover our entire New England region. Whatever length of lead time you can give Jim would be great.

The other question I heard was about having Jim or a type of technical person coming in and kind of showing you guys the bells and whistles. It was suggested maybe to come to a meeting. I would actually suggest that if it is a meeting it's kind of a mobile meeting. I think the best way for the committee to understand the system is to hands on understand the system. The other thing is I can have Jim come in more than once if you folks like or we can wait until the program manager comes in. I would suspect your program manager may or may not have some working knowledge on PEG operations and probably understands a lot of bells and whistles already. But we can be at your disposal with a little lead time to kind of show you the system and kind of get you up and running.

Alderman Teeboom

There are two parts to this. One is the testing. That testing should not have to wait for a PEG Manager.

Bryan Christiansen

It's tested. It's a certified system.

Alderman Teeboom

Right. So it's ready to go but just some testing the technical committee and Rick wanted to do of each of those locations – North High School, administration building, public library, Stellos, South High School. So those locations. That's the school locations.

Bryan Christiansen

Yes it is all tested. I think if I could kind of interpret what Rick said. I think Rick is saying he doesn't have any end use equipment at those systems at those places. What is at those places right now is modulators. You don't have any way to get anything on those modulators. You don't have a VCR. You don't have a camera. You don't have a character generator. So he can't test them until he gets those is kind of what I heard from Rick.

Alderman Teeboom

So my next question then is, Rick, is your recommendation to wait for this equipment that's missing until the PEG Manager gets on board? Is that what I heard you say?

Rick Farrenkopf

Well my first recommendation is to allow the education committee to actually have its first meeting and make a decision on what it wants to do. Assuming, if you want, that it wants to start broadcasting the Board of Education meeting soon, then we would have to come back to you with a request for some small amount of equipment to make that happen which would probably be a character generator because there needs to be a 7 X 24 signal and a VCR to replay a tape at this point. Then we could also if we had a person to man the camera, then obviously we could transmit that live because one of the points of origination is the lecture hall where the Board of Education meetings are held. So I guess my recommendation is to allow them to meet and based on that meeting, and I'll take to Stacy who is chair of that meeting, and encourage her to meet very soon because I know there is interest and obviously we have interest. I've had interest from the get go, to have that meeting soon and based on what their desires are it probably would not be a lot of money. My only concern would be that make sure that we're buying that money and it fits into the grander scheme, which probably would. That's my only concern. It's not that we're spending money before the PEG Manager. It's just that we try take the time to make sure that it fits in with our plan. So I would wait until that committee has a meeting and act on that.

In terms of the testing, I can procure, and this is what I wanted to talk to Mr. Cole about, I can procure temporarily our character generator but we don't own it for CTAB's purposes. Part of the testing, I don't doubt that it works perfectly, I'm sure Comcast did a great job, just for the experience of bringing the modulator there, making sure we know how to operate it, to actual view it is something that we haven't done personally yet. So we could temporarily do that and not publicize that formally the education channel is now live, do our testing, and the assuming that James could then shut it off and then go live at a later date. Without talking to Mr. Cole, I'm not sure exactly how I could do that temporary testing. My recommendation is to wait for that committee to meet. Let me talk

to James to see what preliminary testing that we can do in the interim, and then make decisions based on that.

Paul Johnson

While we're still on the technical committee two things. At our last technical committee attempt at a meeting, which was still very productive, we spent some time going over this diagram, which I think Bryan you have a copy of. I don't have the previous copy in front of me. I'm not sure if this is accurate or not. The previous one we were looking at that meeting had a lot of inaccuracies and confusion. Our hope had been to try to get Mr. Cole to go over and update this. If it is possible for him to take a copy of that and even just mark it up with corrections that might be helpful.

Bryan Christiansen

Yes. I'm sure Jim would be more than willing to do that. When he next sees you folks is to make sure what this paper is as accurate of what is built.

Paul Johnson

I would think it would be helpful for our purposes even in advance of hiring the PEG Manager and having updated information so when that person comes in, they can immediately have in front of them correct information just to make decisions while scheduling a follow-up meeting with Mr. Cole.

Bryan Christiansen

While not knowing the Xs and Os, I would suspect the only things that are off on this are specifically what channel the modulators are on. I think those would probably be the only things that were off. Other than that – or could be off. Other than that, the diagram is accurate. It's whether or not the modulator for the communication center is on channel 3 or on channel 2. That would be the only thing that could possibly be off on the diagram as far as I can understand it.

Paul Johnson

So there are some other topics that we discussed having to do with whether we were going to have multiple feeds directly to the head end or whether switching was going to take place for the E channel, for example, at a control center at Nashua High South or something like that and using other fiber cross connects. If we have this up to date, that will help with some of those decisions.

The other technical committee issue that came up was in terms of trying to get something to feed content on the E channel, we thought about seeing if we could get the video server that's been purchased a few years ago working. In looking into that, it turns out that it actually doesn't even light up at this point. Mr. Barker's note on that was that he had put out a request for that to be repaired. Before any money is spent on that, I would hope that our group would decide whether to invest further in that box or not. Mr. Teeboom may have some thoughts on that.

Alderman Teeboom

On the box, forget the box. It's not worth it.

Paul Johnson

Don't repair it.

Alderman Teeboom

That's what we've come to at this point. We'll let the PEG Manager take another look at that. Maintenance is out. The boxes are old. It doesn't seem to be worth the effort to it. That's where it sits right now. It's a paperweight right now.

Andrew Cernota

I agree. So we want Mr. Barker to be instructed not to invest in repairing that?

Alderman Teeboom

At this point, there's been instructions to let it be a paperweight. The other point I just want to summarize to Bryan. In the technical committee we're looking forward to transitioning to what I call digital television. Just to let you know, I'm not going to turn it into a technical meeting okay because it gets too complicated very quickly, the idea was to put a server in the South High School. That becomes the collection point. We have fiber within the City that allows buildings to be connected to the South High School from all of these locations. The other fiber showing, like the fire department and the North High School which is separate fiber in your diagram, that becomes what I would call "backup" fiber. We need to talk to Mr. Cole about those kind of details. There's no rush because initially the education channel is just going to operate analog at one location only – probably the Board of Education. That's the opening, and it will be happy on the education channel for a while. It's just that we're looking forward already into a next year scenario where we go to a programmable satellite server. So I don't want to turn into a technical meeting, but we do appreciate the next time a technical meeting is called if you

can somebody from Comcast, yourself, or somebody else attend if you possible can so we can (inaudible) this information back to you.

Bryan Christiansen

We can certainly try to attend. Obviously we don't get notices of those meetings. If you would like us to attend, we can or try to attend. The Comcast obligation is, and it is pretty much in black and white what is on this diagram. It's wonderful and I think we had this meeting maybe 2, 3, 4 months ago at Nashua High School that I think you guys seem to be designing kind of a hub system. As you characterized it, this would be some portions of this could be a back up fiber system for you to get your PEG stuff on. There are many ways, and I think Ron Baker at one of those meetings at the high school, kind of outlined ways you can do things. Anything is technologically possible Alderman Teeboom. We could take the signal from this City Hall auditorium and send it to California if we wanted to. But there are costs associated with that stuff.

In sum, if you folks are going down a different path, I can recommend things for the company – the technical folks can recommend stuff for you. It's not our obligation to implement that stuff for you. Our obligation is what is on this diagram. Unfortunately we're just not in the business of creating what you folks are describing as an INET. We just don't build INETs any more that run and connect all these buildings. What this is a PCF network passive COAX fiber to get your PEG programming, your P – E – and G on to the cable system. This is what was discussed, negotiated, agreed to by mutual parties over a year ago. This is what Comcast will be supporting. This is what Comcast billed. This diagram, as we discussed, has changed and it has changed at the request of city officials or city designees to have overrides at different locations than which was originally agreed to in the franchise document. We don't have a problem with that. That's easy stuff to correct and fix. The document as I'm staring at it, Mr. Johnson, is the one that was actually stapled to the, I believe, to the franchise agreement when it was signed. So if it is inaccurate, it is inaccurate because it was tweaked.

Paul Johnson

Thank you. I don't believe it was our intent at that meeting that Comcast would be installing any additional facilities based on this discussion. We identified that there were some fiber links between City and school buildings that could be used to wrap things to create some of this capability.

Bryan Christiansen

Thanks for clarifying.
Rick Farrenkopf

I guess 3 separate points. One, the diagram really is accurate. I think our issue is, as Mr. Christiansen said, some of the subchannels changed based on need. So that's a simple update. I think the other thing is just some understanding of what is actually happening at the head end and are there any choices, I think, is more the discussion. I think going back to the waiting for the CTAB manager – one of the discussions that we had was we've got 2 right now separate inputs. One would be Channel 16. One would be Channel 99, and there's been some discussion about whether we would have a video server at City Hall and a separate video server at Nashua South for the two different kinds of content. Or are there opportunities to have one video server and be able to leverage some of the internal fiber in order to get some of those signals from one location to another. So it's not, I don't think, as much totally redesigning what Comcast has had. I don't think that's what we're thinking. It's just leveraging some of our internal fiber to best utilize resources for the City. Again, that was part of what we wanted the PEG Manager help us figure out what that plan was. Maybe that doesn't even make sense. Maybe we should have totally separate equipment for wider reasons. We don't know at this point. That was part of the investigation that we wanted to do.

Just while I have the mike is a separate point. What I will do for the educational committee meeting because I know that Ms. Vitale apparently is interested in that. I'm not sure. I'll send a note to Ed to clarify that. I know he identified Ms. Vitale and one other person from, I think, Bishop Guertin. I don't know that we have those e-mail addresses. Based on that, I'll try to get Stacy the information to call a meeting together.

Nick Darchik

This chart with channels is correct. The numbers were changed by Jim Cole after he and I spent about 3 days trying to get everything to work properly. The original channel numbers that were used they had the channel numbers too close for the overrides to work or the RFs, which is at the head in. So the channel numbers that are on this chart are correct and they were tested. Part of this came about when Diane asked me to check out the playback at the 38 Lake Street Fire Alarm. They could not get the playback to work properly. Comcast had already gone in and upgraded some of the equipment with the assumption that the existing channels that they had proposed would work properly. They did not. I found that the master override they had for using channel 2 would give the broadcast that we were looking for. At that time, I called Jim Cole up and we spent a couple days on it. Everything was resolved. This was created by Jim and sent to me in a format that I couldn't read. About a week later, he sent this copy, which I could print out. So the numbers are working numbers that are on this sheet that we have currently.

Kathryn Vitale

Since my name has been mentioned a couple of times regarding the educational committee, I would be willing to sit on that.

Andrew Cernota

That's actually our next point of business.

- Educational committee update – Ed Lecius

Kelly Dowling

I have an e-mail from Ed Lecius dated Thursday, October 12, at 12:19 p.m. addressed to myself as clerk and all CTAB members. "I may have to be in Concord tomorrow for a 9 o'clock meeting so just to update you on E channel here's what's happening. To CTAB from Ed Lecius; RE: E channel advisory committee. As of the 13th of October 2006, CTAB meeting will have 2 members named: Ms. Stacy ...**end of Tape 1, Side A**... the designee of Superintendent Hottel and Ms. Karen Widner is the representative from Bishop Guertin. I have followed up with the other local institutions and have been assured that I will have names by the end of the week. Once I do, I will notify Kelly and post a meeting, date, and time. I will also contact Kathy Vitale as a potential new member for this committee. Signed – Ed Lecius"

Rick Farrenkopf

Yes. I guess I would just as Mr. Lecius isn't here, I would just ask him to coordinate that with Stacy who is the chairman of that committee.

Kelly Dowling

Are you also going to participate as a member of that committee?

Rick Farrenkopf

Yes.

Kelly Dowling

I'll add you to that list.

- Right-to-Know Law and Web Updates – Andrew Cernota

Andrew Cernota

Is there anything further discussion on the education committee? I'm not sure how much we can achieve without Ed here. Seeing none, we'll move on. Next item on the agenda is more of just a reminder for everyone. CTAB and its subcommittees does fall under the Right-to-Know Law. Since we don't have a physical location other than the aldermanic chamber here, the best we can do as far as posting our minutes and our agendas is the City web site. We've been trying to do that, and I noticed this morning that this agenda was posted. I'd like to thank Ms. Sweeny for that. We do need to make sure that we are on top of that also with the subcommittees. The meetings need to be posted so that we're in compliance with all of our obligations there.

Kelly Dowling

Chairman do those subcommittees need to keep minutes and post their minutes?

Andrew Cernota

Perhaps Corporation Counsel could clarify.

Dorothy Clarke

Yes they need to keep minutes. They don't have to post them. They just to be available for anyone that would like to review them.

Andrew Cernota

Thank you.

Alderman Teeboom

Yes. I heard Bryan say that he didn't get notified of the technical committee meetings. The technical committee meetings will go into ever more detail the last time we reviewed all the diagrams. If I remember right, we had a 1-hour phone – I didn't know anything about Mr. Darchik's testing. We didn't know it at the time.

Nick Darchik

That's because I missed last month's meeting.

Alderman Teeboom

Right. So did Mr. Tyrrell who had some questions also. So I do encourage Comcast to try and make the meetings. Not because we ask you to design necessarily anything new, but to ask questions and try to keep it connected. Notification should be available to you ahead of time. You should make note that the education subcommittee and the technical subcommittee are all subcommittees of this board, and therefore fall under the Right-to-Know Law.

Dorothy Clarke

Just one quick follow up. I didn't want to scare anybody when I said minutes had to be kept. They certainly don't have to be verbatim. They just have to be the minimal of who was there, and what topics were discussed, and if any motions were made, and what the votes were.

Rick Farrenkopf

I was just going to say I did not invite Comcast to the last meeting. So it wasn't that they – I don't necessarily expect them to be at every meeting. I think that if we have need for them then we would invite them. That's just my opinion.

Kelly Dowling

As the clerk of this body, if you'll notify me of your meetings I'll make sure that they are appropriately posted in public places and can certainly be a repository for your minutes if you need to.

Paul Johnson

What is the lead time for notice just out of curiosity?

Dorothy Clarke

I don't have the Right-to-Know right in front of me, but I believe it's 48 hours unless there's an emergency. If there's an emergency, that you can clearly show that there was a time constraint. You can post any time up to the meeting in as many places as possible. You do your best to get your notice out. Generally you need 48 hours.

Paul Johnson

Thank you. And we should coordinate that through you.

Kelly Dowling

I'm happy to post those meetings for you.
Paul Johnson

So if we're going to have a meeting just let you know and then it's posted?

Kelly Dowling

You bet.

Andrew Cernota

We already covered the audio system testing as part of Mr. Barker's initial correspondence.

Alderman Teeboom

Just a correction. It says 24 hours. I carry this thing with me like the Bible. It's used quite often. You look in the newspaper you'll find it.

Dorothy Clarke

I stand corrected – 24 hours excluding Sundays and legal holidays.

Alderman Teeboom

I've got most of this memorized.

- Lobbying in the state/nation as a committee – Andrew Cernota

Andrew Cernota

Recently we joined the – I'm not exactly sure what the acronym was, but an organization that allowed us to post the...

Unidentified Male Speaker

The alliance for community media.

Andrew Cernota

Yes – the alliance for community media. It's an organization of similar situated committees and organizations who work with community media obviously. Part of their task is as a lobbyist group. To some extent, I wanted to bring up at this meeting at least briefly what this committee's role is in light of our authorizing ordinance and to discuss and at least get people thinking about what our role is in terms of this and just begin that conversation. I at least see our role primarily in advising the Mayor and aldermen on issues that come up in the course of our activities dealing with cable television in the City and dealing with the technical and administrative tasks associated with the channels that have been allotted to us under the contract. I don't see us having an especially large role in lobbying either state or for national figures in terms of our situation.

I did want to bring that up so that if people that are on the committee feel the need to do that, that they would be speaking as individuals rather than as representatives of the committee. Certainly if there were any issues in which the committee felt strongly enough to make a unified comment, that anything like that would come through the committee itself as and be subject to a vote. That's my initial reaction. I don't know if anyone else has any comments. I'd just like to open the floor up for discussion at this point.

Alderman Teeboom

I was just going to say. We are a member now. John Barker signed up full time on behalf of the City. I think we authorized what \$350 a year for that?

Andrew Cernota

Yes.

Alderman Teeboom

So we are and some of us got e-mails. If you look at the e-mail I immediately put it into my spam folder. I think there is 1,000 e-mails coming in a day from this organization. There's also a meeting on the 26th of October which I intend to go to. If any of you want to get information, I think it's \$25 but you have to pay for it yourself. I don't think CTAB authorized anybody – nobody's made a motion to pay for that. So there's a meeting, I think, the 26th of October. An all day meeting in Derry. If anybody is interested or maybe you know the different details, that organization does lobby because as you know, there is a considerable amount of attempt to take the franchise fees from Comcast away because they claim, and they are now getting lots of competition so why should they pay the franchise fees and not Verizon, as an example. So there's a lot of lobbying activity to keep things going. There's a lot of activity to delegate the authority to negotiate instead

of municipalities at the state level. I think they are opposed to that as well. So maybe Bryan can say more about it because you're more involved in that. But that is my understanding in watching all that e-mail fly back and forth.

Paul Johnson

First off, the October 26th meeting New Hampshire Coalition for Community Media (NHCCM) is putting that together. It runs from 10 a.m. until 3 p.m. I believe. A \$25 fee. That is on making the transition to digital, which of course is where we're hoping to start although we are very much in the analog age right now with Channel 16. If anyone is interested in that, it should be a very worthwhile working session. It's very much focused on not talking about but learning about technology.

NHCCM and ACM both are lobbying organizations as Alderman Teeboom alluded to. What we're trying to build here is very much under threat from powerful business groups, lobbying groups, senators, congressmen, and what not. There is a constant stream of legislation aimed at trying to undermine what we are doing and our sources of funding for it. I agree that this is an advisory board, in fact that's part of our name, so we should be advising the aldermen, the Mayor. As a part of that, our job should be to keep abreast of what's happening in the regulatory environment and the competitive marketplace and in technology and advising in all of those areas. With the permission of the empowering agencies – the aldermen and the Mayor, that grant us what we can do, I do think it is appropriate as a group for us to consider from time to time sending a letter or actively lobbying our congressmen and senators.

I noticed that this topic mentions a committee perhaps. It might be appropriate to establish a subcommittee of CTAB that would focus on, and try to keep abreast, and report back on a monthly basis on these issues.

Andrew Cernota

I think the agenda item is actually referring to CTAB as a whole.

Bryan Christiansen

Just to clarify. Alderman Teeboom. A lot of the legislative and regulatory movement – all of it is actually not being driven by the traditional cable industry. It is actually being driven by the telephone industry. The cable industry and Comcast has always said and will always maintain that you need to treat like services alike. So if Comcast being the current provider in the City has a franchise agreement that the telephone industry should or legally needs to come in here accordingly to New Hampshire State law and get a franchise agreement as well. Our position is just make sure we're playing by the same rules. We're not propagating the legislation. We're just making sure that we're playing

by the same rules.

MOTION BY KELLY DOWLING THAT A SUBCOMMITTEE BE CREATED TO TRACK AND REPORT BACK TO CTAB ON NATIONAL AND LOCAL ISSUES AS IT RELATES TO THE INDUSTRY

ON THE QUESTION

Kelly Dowling

I think it is important that we know what's going on. I know I could stand 1,000 e-mails a day from an outside organization. If someone has such an interest, I'd be interested in having them continue to watch it and not necessarily to advocate on our behalf until we've authorized them to do so, but certainly to track and report back to this board.

Andrew Cernota

Any discussion of the motion? Any volunteers who might want to serve on such a subcommittee?

Alderman Teeboom

I'm not a volunteer, but just make a motion does that include members or would that be your next motion to appoint a member or ask for some members to serve?

Kelly Dowling

I would certainly ask yes – ask those interested in that particular element to participate.

Alderman Teeboom

Will that be your next motion?

Kelly Dowling

Yes Sir. One at a time. Yes.

Paul Johnson

I think that's a fine idea. I'd be interested in being a member of that committee or potentially chairing it.

Andrew Cernota

Anyone else?

Kelly Dowling

I'll participate on that committee. Not to get 1,000 e-mails a day but.

Andrew Cernota

I think that's it as far as discussion.

MOTION CARRIED

Rick Farrenkopf

I was just going to add on the October 26th meeting in Derry I am planning on attending.

Kelly Dowling

Will someone take the initiative to prepare a report for our next meeting on the outcome or any lessons learned from that meeting?

Rick Farrenkopf

I will.

Kelly Dowling

Good. Thank you.

Andrew Cernota

Now there are several agenda items that Alderman Teeboom is taking the lead on or at least proposed as agenda items. It looks like some of them are related. So if it is all right, we'll read through the list.

Alderman Teeboom

Channel 16 – it wasn't even clear I think from Dory Clarke that we needed an ordinance change, but it was introduced yesterday. It was introduced to the board. It was talked

about yesterday and discussed at the Administrative Affairs Committee and was accepted as a good thing to have. It was noted in that discussion by Maureen Lemieux that the slides that show the postings are limited to 12 slides. My comment was just seeing the posting doesn't mean that much like who really knows who the PEG Manager is? Just this PEG Manager or stenographer level III, or planning level III. I said it would help if the slides would stay up a little bit longer and then you could see actually what each of these postings meant so people who were interested could respond. So that's another thing we had to take a look at is extending, and we'll do that later, the capacity of the slide system. There's just not enough slides and I'm sure Diane would be very happy – I think you were preparing the slides. Channel 16 that's going forward very happily accepted.

The Channel 99 – that is really not a City (inaudible) type decision and we need to talk to the education channel on how they want to handle it. We could start to put orders in for Channel 99, but the ordinance right now that we have – the only ordinance we have right now about programming and what goes on programming is the government channel. We don't have no ordinance established for the education channel. We could, but I'm not even sure that's necessary. It is up to the education channel to decide the programming on the education channel, which brings up the school postings.

There are no school postings at this point on Channel 16 that I know of. The only postings we're talking about is Channel 16 are City postings as opposed to School District postings. Now we could post the school postings on Channel 16 as well, and we could post them on Channel 99 when you get it up and running. So again that's a feedback, I think, the aldermen are looking back for an input from the education committee. That's 99.

The question that I had about moving the Board of Education broadcasts and the joint special broadcasts, and the committee on these joint special, which is a construction committee, and (inaudible) what \$143 million on high school construction project on \$45 million. It's still in business, but they only got \$3 million left. The question came up, that I brought up, should those be removed from the government channel to the education channel when the education channel is up and running? So there's no more broadcasts on Board of Education or government channel. No more broadcasts of those 2 subcommittees. All the aldermen didn't take a vote because it wasn't really – it's an amendment I made, and that got shot down in that committee yesterday. The opinion was had the Board of Education meetings and Joint Special meetings committee (inaudible) education channel fine. We still want to see them on Channel 16 because these boards and committees spend a lot of money and there may be a lot of viewers that only look at Channel 16 government channel but don't want to look at the education channel and they probably want to know what's going on. So the current list of programs on Channel 16, and now includes CTAB, that was accepted yesterday. The next time

hopefully you'll see us broadcast again. Kelly basically stopped that.

Kelly Dowling

Not even remotely.

Alderman Teeboom

Right. So hopefully we see that broadcast again because that's going forward. The Board of Education and the other meetings will continue to go on Channel 16 for now. Nobody's endorsed taking them off. I just wanted to mention that. That was the last item on that agenda. Thank you.

Kelly Dowling

It adds an interesting wrinkle. TV 16 now is such a combination of what's government being broadcast, and then community related slides like when is Halloween, emergency things, when is a function downtown when we may have to reroute traffic. It sort of has the overtones of some of the public things that eventually will move to a public channel.

When we start to talk about the educational channel, and we want to bounce people to it, we're basically talking about having one channel advertise on the other. I need to sort of gage the group as to what should be the content of 16 as we start to load off to the other channels. Should something continue to be on one channel and point you to another? Or should it be offloaded? What type of "advertising content" do we want on TV 16?

Paul Johnson

I think it's a valid question. I think it's probably a little bit premature at this point but certainly something we'll want to address. At a minimum, I think when there is parallel programming on since there isn't a lot of live programming on, it is possible that there will be a Board of Aldermen meeting and a school board meeting at the same time. I would strongly urge that we have on a policy that in those situations that both channels advise what's on the other channel simultaneously so if somebody is looking at the aldermen they know the school board is on and they may want that kind of thing. Beyond that, a lot of what we will be broadcasting on, I think, Channel 16 will continue to be slides and repeat content. The E channel probably will have a steady stream of content we're hoping throughout the day without a lot of repeats. The P channel who knows. I look forward to it all.

PUBLIC COMMENTS

Jim Miller

My name is Jim Miller. I live at 5 Columbine Drive here in Nashua. I'm very reluctant to do this. I was hoping to handle this by a communication. I prepared a memo that was addressed to Dennis Ryder as a member of the technical committee. I hope you will get it to whoever for consideration. Since he's not here, I'll read it to you. "At a previous CTAB meeting there was a discussion of Comcast locating some or both of the additional channels at cable channel numbers higher than 36. This should be rejected by CTAB for the following reasons: early cable converter boxes could not tune channels above 36. I brought a show and tell for you. This is the first cable box that I received as a cable subscriber when I came to Nashua. It is obviously obsolete now but if you care to examine it, it has channels 2 through 13 and A through W. Early cable ready TV sets could only receive the lower numbers, perhaps up to 36. I'm not sure. For example, my Sony model SLV70HF VCR tunes VHF 2 through 13, UHF 14 through 69, CATV channels A1, A2, and A through W. There is a manual if you care to examine the technical specifications. The service is paid for by a surcharge on all cable subscribers, not just those that subscribe to the high cost expanded channel groups. This service is to make public meetings and educational information available to Nashua residents. That must include all subscribers even those that subscribe to the lowest cost – and I'm not sure how Comcast describes it. The (inaudible) group or something. The least expensive version that they don't want to tell you about. These are the residents that are most likely to have old TVs that cannot receive the high number cable channels. These subscribers are also likely to be those least likely to be able to afford additional monthly charges for Comcast converter boxes or the purchase of modern cable converter boxes. Please do not allow Comcast to locate any of the PEG channels outside of the basic lowest cost service level or at a channel number above 36. Thank you very much."

If you put this on 99, you're shutting out people at the bottom. I don't think that's appropriate. They are paying for it. They should get it. So who's going to provide the equipment for those subscribers to get channel 99 or any other channel above 36? That's good. That's all I have to say. I brought this up before. It has been discussed before and apparently you're allowing Comcast to dictate which channels, which will in fact cut off some of the citizens who need to know what is going on at these meetings.

As far as the Right-to-Know, don't worry about that, I came to the 4:30 meeting of the Board of Assessors and discovered that it had been held at 8 a.m. It hadn't been posted. There are no consequences to ignoring that. Thank you very much.

Andrew Cernota

Thank you. Now at this point just in regards to your comments, Bryan from Comcast did provide some members of the committee with an explanation. I think it might be helpful for him to provide Comcast's explanation as well just for your benefit and for the citizens.

Bryan Christiansen

The new E and P channel are still on the basic broadcast here Mr. Miller. They are part of that \$10, \$12 package. They are not in the lower numerical channels that you are used to, but they are in the basic broadcast here that \$10 to \$12 package. I don't have the exact price in front of me. Your first concern was that people not subscribing to the higher cable package wouldn't be eligible to see that. In fact, it's actually required by federal law to keep them in the basic broadcast here. Just kind of an interesting point is that the box you're holding, are you using that right now?

Jim Miller

I'm not currently using it, but it works. The last time I tried it it worked.

Bryan Christiansen

Well you wouldn't be able to see this channel, Channel 16 on that box either. If it only goes 2 through 13 and A through W. Anybody that is still using an old cable box like that, they are paying a monthly lease charge and they are eligible to come back in and get an updated cable box. As you know, that cable box is probably 20 years old at a minimum. The cable industry has changed a lot in 20 years. So if somebody has an old cable box like that, please update it. We'd encourage them to update it.

I guess, finally, is that besides PEG channels needing to be on a basic broadcast here, channel selection, and channel placement, channel location is in the regulatory control of the franchising authority – these folks sitting around this table, the Mayor, and the Board of Aldermen. It is done through federal law where those PEG channels are located in. I've heard your concern. I've heard Alderman Teeboom's concerns and Mr. Johnson's concerns. I've responded an e-mail. I've chatted with the chairman. I would love to give the City of Nashua some channels in the lower numerical channel space, but there is just no channel availability. They are still in the basic broadcast here as required by federal law, and they will remain there. That's about all I have to say on it. I hear your concern, but we are fulfilling the obligations through federal law.

Alderman Teeboom

Can I ask a question along that line? That's an old box. I recall that box. I used to have that box 20 years ago. But if we have now a new box, so somebody subscribes to the \$13 package, they get a box?

Bryan Christiansen

No, we could...

Alderman Teeboom

So how do they get to channel 99 and 98?

Bryan Christiansen

We could go to that TV right now, plug it in to the wall, and that would receive channel 96 and 99.

Alderman Teeboom

Okay, so they've got it to the regular tuner on the TV set.

Bryan Christiansen

A regular cable ready TV.

Alderman Teeboom

When they advertise this package does it say that they can tune to 99 and 98 and get the other channels when they become available I presume?

Bryan Christiansen

Yes. It's listed as a channel availability in the basic broadcast here. For discussion purposes, channels 2 through 22 and then 99 through 100 for discussion purposes.

Alderman Teeboom

So it's 2 through 20 and 90 through 100?

Bryan Christiansen

For discussion purposes. Not those exact channels, but...

Alderman Teeboom

Do you know what the numbers are?

Bryan Christiansen

I don't have them in front of me. I can get them for you.

Alderman Teeboom

I guess it would be helpful to have that. That's where the 16, so far, is a useful broadcast area. That may not be very well known obviously. I forgot the fellow's name, but he didn't know that. SO it may be useful to have that kind of information be known.

Bryan Christiansen

I can certainly get you the channels. I have them right in my office.

Jim Miller

That's fine. It's wonderful to know that they are in basic. But how is he going to get – is he going to supply something that will make my VCR, my old VCR receive channel 99? It's cable ready, but it doesn't know anything about channel 99?

Bryan Christiansen

I don't have an answer for that. I hate to fall back on the fact that the technology and where we put channels isn't something that Comcast just picks out of the air. It's dictated through us through the federal government. Those channels are located on a specific spectrum, and those spectrums are picked up by televisions today. I don't know how old your VCR is, but I can certainly – I'm kind of waiting in a gray area I'm not really comfortable with. I can get you an answer to that question as to why it is not available on that stuff on the older models. It is available on the basic broadcast here. I would be happy to get some more information to the chair that he can share with you regarding your VCR.

Jim Miller

Unless Comcast wishes to pick up the cost of updating me to a new VCR or a new TV, I don't see how that's provided. It's only in recent years that cable has expanded to the higher numbers. I bet you will find a lot of TVs in this City that can't tune channel 99. I think it was the group went up to 70 something I think here not to awful long ago. So I'm very concerned about this. I think the people at the low end deserve this service and you are cutting them out of it if you do not move that channel down at least into the first 36. There's channels that they could relocate. They could move a Spanish language channel or a shopping channel for example. Swap them with 99. I don't know. Comcast has a lot of capability. They can do a lot of things but the prefer to force people to buy the higher packages and their cable boxes because it's a great revenue source. That's my interpretation. I don't know if that is actually their business motto, but that's my interpretation.

Andrew Cernota

Thank you.

MEMBER COMMENTS

Alderman Teeboom

Just wanted to update on the PEG Manager. It's been advertised widely. I think John Barker mentions to give an update. This afternoon at 4 o'clock the selection committee, I don't know who's on the selection committee, but the selection committee is meeting. Rick you're on it. I'm on it. We're meeting at 4 and going over not interviewing anyone, but the ground rules of what this is all about. John has prepared a very nice matrix and all that, notes that tracks the PDF. It's very professionally done. So I'm looking forward to the meeting at 4 o'clock. We have, I think, 11 resumes in at this point. So right after that the interviews start. Some of them are the same that came before but not many. There are quite a few new candidates and then the process will start. Hopefully we don't have a third trial at this thing. It's difficult. The process is difficult and I want to remark, comment a little bit on what Kelly Dowling said. I wasn't trying to pick on Kelly Dowling. I was frustrated last time about the process and the fact that we had to start over again. The poor response and limited advertising. It wasn't reflecting on her so much as just the whole process.

John Barker is highly experienced. We just hired him. He's highly experienced. It's IT. The position is going to be responding, reporting to the IT Manager. That's the Mayor's appointed position for reporting. So John recognizing that our person is going to be reporting to him, and he's going to be responsible for the functioning. Other than CTAB, for the functioning of this individual has taken great interest in this whole procedure. As

you can see, he's moved on the audio stuff. No one asked him to really do that. He volunteered it. He's going to the digital conference we mentioned earlier on the 26th. He signed up himself on behalf of the City. He has arranged several meetings that Nick, myself, and Paul went to in Londonderry and Concord and Lowell. By the way Lowell has a million-dollar operation. All their money. All of these operations get the franchise fees, and I believe in all of them – Londonderry are close to 80 percent I believe, goes to the CTAB. Only this City has a 4 percent instead of the 5 allowed to by federal law and only this City only gives basically \$1 out of the \$4 to channel operation at this point. We're getting \$800,000 plus dollars from Comcast that they in turn charge the subscribers. This CTAB operation only really gets \$200,000 of that. So we are not only behind technically, we are way behind funding wise what others are doing.

Nevertheless, the PEG Manager is going very well forward. If anybody else wants to attend this meeting at 4 o'clock, I don't see any reason why they couldn't come. It's an administrative meeting. It's not advertised or anything. Interviews that administrative exactly administrative things. The recommendation of that manager goes back before this board. Is that correct or does it?

Dorothy Clarke

It doesn't have to. I'm not sure if it will be presented.

Alderman Teeboom

Are they planning to?

Dorothy Clarke

I don't know.

Alderman Teeboom

I don't know. Okay. Well that's not a question we'll take up. Well why do we want to wait even before – yes right. It doesn't say – it's really a City position so it comes in the City regulations of hiring. So I guess we won't hold it up. If the selection committee makes a selection and doesn't want to wait for another month for this board to happen – now Andy our chairman can call a meeting any time by the way. You understand that?

Andrew Cernota

Yes.

Alderman Teeboom

We may call Mr. Cernota and say Mr. Chairman we are about to make an offer and probably we'll do. Would you like to hold a meeting? At that point, we probably have to call a non-public session to discuss this. A personnel issue, but that's up to the chairman. We don't have to meet once a month. It also doesn't say you have to meet every month or does it say that? I forget even what it says that monthly. Anyway, just to bring you up to date on the process. I'm very optimistic. I see on paper lots of people look good until you talk to them and then maybe not look quite as good. I will further say this is a bit unusual. I can understand Kelly having a problem with it in the past. It is not a usual position the City deals with. The City deals with planners, secretaries, even IT people but they don't deal with a strange mixture of technical knowledge, fund raising knowledge because we're looking for fund raising outside just the franchise money, community relations experience, management experience. It's a mixture of things as we found out by directly talking to different people.

Dotty Glover is an excellent example up in Londonderry who started with basically no technical knowledge as I understood and built a fabulous station running 3 channels and getting most of the money from their selectmen. Not all of it but almost all of it, and does a fine technical job. Contract with her operations out to base their contract to keep things going. Learn a lot – running what 2 people that she's managing. It just shows you how she worked herself up into this position over the years. We don't have that luxury. We have to basically transition ourselves for almost a very low technical level to digital television high technical level. So we don't have that kind of luxury to take years of grooming and growing someone. So there lies some of the difficulty in hiring the right kind of person. I just wanted to make a note.

Kelly Dowling

Just to clarify. Diane perhaps you can back me on this. The recommendations of the steering committee that's doing the interviewing will be made to John Barker as the hiring manager. It is solely at his discretion who he hires for that position as they will be City employees and he will be their direct supervisor. The process then says he goes back to HR, they make the offer, it comes back, some paperwork gets signed by the Mayor authorizing the filling of the position, and then the offer is made and the employee either accepts or doesn't. Is that your understanding of that process?

Diane Sweeny

That is my understanding as well.

Kelly Dowling

Super. Thank you.

Alderman Teeboom

Let me understand something. You're saying that, and clarify, that CTAB doesn't really have any role to play in the hiring of that person or would they be still advisory? That is if we indicate to Chairman Cernota that the selection committee is about to make a recommendation, John has accepted our recommendation – he's part of the selection committee I believe?

Kelly Dowling

Yes.

Alderman Teeboom

Before they make an actual offer, I mean it's really not CTAB to make a final recommendation but it could be a courtesy or he could ask for a courtesy.

Kelly Dowling

I'm certain that Mr. Barker being the consummate professional that you know him to be will solicit the input from members he values. However, once the recommendations of the committee are made, it is ultimately his decision.

Alderman Teeboom

And the Mayor's?

Kelly Dowling

Correct.

ADJOURNMENT

**MOTION BY KELLY DOWLING TO ADJOURN
MOTION CARRIED
MEETING ADJOURNED**

The meeting was declared closed at 10:20 a.m.

Committee Clerk