

CABLE TELEVISION ADVISORY BOARD

SEPTEMBER 8, 2006

A meeting of the Cable Television Advisory Board was held Friday, September 8, 2006 at 8:35 a.m. in the Aldermanic Chamber.

Members of Committee present: Diane Sweeny  
Alderman Fred Teeboom  
Andrew Cernota  
Dennis Ryder, Citizen Representative  
Paul Johnson, Citizen Representative  
Ken Tyrrell  
Charlie Matthews  
Rick Farrenkopf  
Nick Darchik  
Ed Lecius

Members of the Committee absent: Dorothy Clarke, Esquire  
Roger Hatfield, Fire Chief  
Kelly Dowling, Mayor's Appointee  
Bryan Christiansen, Comcast

READING OF MINUTES OF PREVIOUS MEETING

Andrew Cernota

The agenda that went out said that we had minutes for the April 14<sup>th</sup> meeting, the June 9<sup>th</sup> meeting, the June 23<sup>rd</sup> meeting, and the August 11<sup>th</sup> meeting. I believe there was an error there. The June 23<sup>rd</sup> minutes were accepted at the previous meeting according to the minutes that I have here. The May 12<sup>th</sup> minutes were not accepted because they hadn't been finished yet. If it is all right with everyone, we'll amend the agenda to include the May 12<sup>th</sup> minutes in lieu of the June 23<sup>rd</sup> minutes.

**MOTION BY ED LECIUS TO ACCEPT AND PLACE ON FILE THE MINUTES OF THE MEETINGS FOR APRIL 14, MAY 12, JUNE 9, AND AUGUST 11**  
**MOTION CARRIED**

WRITTEN COMMUNICATIONS

Andrew Cernota

Everyone here should have received the new financial statements for the previous month. Those are the only ones that are on the agenda as far as written communications. There was an additional written communication that arrived this

morning. Mr. Barker the new IT Manager has provided us with approximate costs regarding the sound system remediation. I believe this is in regards to both this chamber and the auditorium upstairs.

John Barker

That's correct.

Andrew Cernota

There are copies of that up front here for those that would like to review that.

Alderman Teeboom

First of all I don't have an agenda, and it wasn't handed out. So I don't know where you are on the agenda. Second of all, I don't know where you are – if you're talking about the audio report, that's going to be a different report. I thought you were just talking about the funding report at this point? What part of the agenda are we in?

Andrew Cernota

We're in communications.

Alderman Teeboom

Can you hand out the documentation you have so we all know what you're talking about.

Andrew Cernota

I'm sorry. I was under the impression that this had gone out.

Alderman Teeboom

I don't have anything. I need an agenda and whatever communication was sent out.

Ed Lecius

Kelly e-mailed the agenda out on Wednesday. Did you get it?

Alderman Teeboom

E-mail? I didn't see it. Was it e-mailed?

Ed Lecius

Yes on Wednesday at 10:08 a.m.

Unidentified Male Speaker

Usually a copy is circulated at these meetings isn't it?

Andrew Cernota

Well it's been done as a courtesy. Unfortunately I was on vacation this past week and Kelly usually makes the copies also. She was out today as well. If you could just take a quick look at that agenda. I need my copy back so that I can run the meeting.

Alderman Teeboom

Now we're in written communications or are we at financial statements? Where are we now?

Andrew Cernota

Written communications, which include financial statements. Here's the copy of the report. If anyone else would like a copy of that report, I have them here. There are two pieces of written communication – the financial statements that we received from Diane and Mr. Barker's, the IT Manager, report on the costs associated with the sound system.

Alderman Teeboom

We're going to be discussion that report I presume later on on the agenda. Is that on the agenda?

Andrew Cernota

Well it was just received this morning.

Alderman Teeboom

I know but will we get a report on this from Mr. Barker? We'll get a verbal report later on in the discussion?

Andrew Cernota

Yes. I think we can add that into the new business.

Alderman Teeboom

Would you add this to the agenda please because obviously I just got this.

Unidentified Male Speaker

I believe that Kelly had said that there was going to be a written communication related to the PEG Manager situation?

Andrew Cernota

Yes. That's under new business. She asked me to read it into the record.

Unidentified Male Speaker

Thank you.

**MOTION BY ALDERMAN TEEBOOM TO PASS THE FINANCIAL STATEMENTS**

**ON THE QUESTION**

Alderman Teeboom

We have two formats. The second one, if you all got a copy, is a ledger. I presume Diane is going to go into that. I would just like to say I like the second. The ledger format is far better than the tabular format. If we can continue to get the ledger format that contains the information I've been looking for for some time like dates and details on each of the items and when they were incurred.

**MOTION CARRIED**

**MOTION BY ED LECIUS TO ACCEPT THE IT MANAGER REPORT REGARDING THE COSTS ASSOCIATED WITH THE SOUND SYSTEM  
MOTION CARRIED**

## NEW BUSINESS

- PEG Manager process update

### Andrew Cernota

Ms. Dowling provided me with a report that she asked me to read into the record.

“The review committee met with two candidates for the PEG position. Neither candidate met our needs. In subsequent conversations with John Barker, myself, and others a clear picture has emerged as to what type of person we really need for this task. A new job description, PDF, is being drafted to more accurately describe the position called PEG Administrator. It calls for a technical person with hands on experience in audio, video, digital, streaming audio, video, servers, software, and more. Someone who understands the challenges and opportunities of digital and analog conversions. We have removed the high-level management component of this PDF and proposed that once our AV infrastructure is in place, we find a management resource with the right qualifications be an RFP for an independent contractor. I sincerely thank the members of the review committee for helping us interview the last round of candidates. I will contact them again for their help in the next round. The committee consisted of Maureen Lemieux, John Barker, Fred Teeboom, Andrew Cernota, Dorothy Clarke, Richard Farrenkopf, Kelly Dowling, Larry Hersh, Bill Jennings, Ken Tyrrell, and Brian McCarthy. We begin again as soon as HR can get the PDF posted. We have a few qualified candidates already who have expressed interest in the new position and confident that we can move fairly quickly to get them in for interviews. This process has been important in developing a better understanding of the complex nature of the PEG system and its components. I do not feel that it has been time wasted or that we are in any peril of collapse of the entire PEG system by taking this extra time and due diligence. Kelly Dowling.”

Is there any discussion of Ms. Dowling’s report?

### Alderman Teeboom

I want to take a few minutes on this. I’ve had discussions with Ms. Dowling and I was called into a meeting yesterday by Dowling, Maureen. John Barker was there. The HR person Jane Joyce was there. This came on, if you remember the remarks I made last month, said I was extremely unhappy with the progress on this PEG Manager. Now we did interview and based on the committee selection members, they felt the two candidates we had out of eight candidates submitted we ultimately felt neither of the two candidates met the requirements that we have for the PEG Program Director. Too much

technical management and not enough operational management. Or too much operational management and not enough technical management. Difficult to find a mix given the costs that have been set up – the salary we're going to pay in the City for that capability.

So I was called into this meeting and I was informed basically, and John can say more, but I was informed by Kelly that the City had decided to rewrite the PDF and basically downgrade the position advertised on the one that's in the policy and procedural manual called PEG Program Manager to a different level position. I believe it's now called, unless this changes, it's called PEG Operations Administrator. Also the fact that this position would no longer report to the Mayor or his designee, but now would report to the IT Manager. The manager John Barker next to me. The reason was that we just couldn't find the people we need and we needed to reopen the solicitation.

Personally thinking about this, meeting with them – the group, I don't have an objection for the moment. It is difficult to find somebody and where we are and where we have to go is a long way to go. I am concerned because we have a manual that was approved by the Board of Aldermen that you've all approved that's called the Policy and Procedures Manual. That calls for a PEG Program Director, in fact, who is in a management position as well as a technical position to whom reports to the access manager – the E channel, and also the contractor hired for the public access channel. It doesn't say that that has to be done immediately.

I look at this as a two-step approach. If we proceed with this path, we hire a person whose qualifications are more like the access manager described in this manual – more technical, more operation technical able to operate the cameras, able to make things work, less managerial. I agree with it because, and I can agree with it for the moment because John Barker who's been a month now with the City? A lot of experience behind him has agreed to basically fill this management position. Meaning that this person will be a technical, arms and legs, and operate things, make things happen.

In terms of for the moment where we're going to go with the whole design, making that kind of presentation, making budgetary decision. Anything to back fill the technical position would have to be done by John. John has agreed to do that. He's going to have to address this question because I want to tell him on the record that he's willing to do that. If John's willing to take on this management responsibility, then for the moment, I don't have a problem. However, we have to tell this person when we interview this person that he is not the manager. We'll have to tell him that depending on his work performance, that we will expect him to get promoted to the PEG Manager position some time when CTAB will have to decide to promote the guy. He still won't be. I think because I think the Mayor is going to assign that person to the IT Manager and the manual assessed this person as assigned whoever the Mayor (inaudible). So that

person will no longer report to Kelly Dowling as an associate. That person will be reporting to John. At some point we'll promote this fellow. Pay him more money. Make him the manager. Then will happen when we see the E channel happening. Because when the E channel happens, that needs oversight, and handholding. I think John was going to get to a point when he's neither going to be do that having to run a whole department in the middle of all kinds of stuff in that department.

So anyway at that basis I think on a temporary situation I would agree. I would like to have a vote on the CTAB board to see that we concur with this. If anyone wants some more information, they can ask John. I would like to have a concurring vote by this board. I'll make a motion and in fact have some more discussion. Then we would have to review this situation I would say in about 4 or 5 months. We'd have to set a time on it and decide to see if it works out, if it's satisfactory, if we should promote this fellow, maybe stick with somebody different. The person being hired has to understand that this position being hired in this temporary. He'll look for promotion or if it doesn't work out, we'll have to look for somebody else.

The main thing is we get going. The way we've been going is just going no where. I call it grass – Kelly called it break neck speed. I said it's like watching grass grow from the outside. We've got too many things to do. The audio study is a way to get around some of the policy that kept it later. If we can hold back a little bit, delay this hiring, hire this person we can meanwhile do some other things that need to be done immediately. So with all of these reservations I concur. Thank you.

#### Paul Johnson

It's our understanding that this would be essentially an interim hire that was conditional on eventually being able to rise to the full position that that person is not qualified for now from the current applicant pool, and that that position if that person couldn't rise to that challenge, they would then be at some point terminated and replaced with a fully qualified person for the original requisition.

#### Alderman Teeboom

That's my understanding John. Would you like to fill in?

#### John Barker

The structure that you currently have laid out has individuals that fill a technical role. If this individual can't rise to the challenge of more of the managerial – the higher level managerial functions, I think we could retain them. We should retain them in a technical role. They are helping build an infrastructure that we'll use in the future, and we want an

individual who can maintain that and prudently grow it. If that individual doesn't rise to that level, then that's a decision that CTAB will make that they don't move up there. I don't see this individual as being a temporary 6 month. I think we'd have a significant problem trying to hire an individual for a very temporary position.

Paul Johnson

Understood. I understand that there are actually two positions in the Policies and Procedures Manual. One is the access manager position. Correct?

Alderman Teeboom

The way I see it is that person would have first opportunity to hire the position. If he didn't the level (inaudible) – I saw the draft of this PDF is more in line of this access manager level of – so we could make that person the access manager and restart the search for the program director. It has to be understood by this individual. That's how I see it.

Paul Johnson

It sounds like we're actually hiring an access manager. I think it is probably makes more sense to rather than recast the job requisition and modify the policies and procedures and all the rest, to actually hire the access manager and defer hiring the PEG Program Manager until we can find a suitable applicant.

John Barker

I'd just like to comment. The only thing that has been essentially taken out of the PDF to modify this position was programmatic decisions. All of the rest of the PDF is still valid. I don't think there's a lot. It surprised me when I looked at it, but I don't think that there's a lot in that PDF that was particularly high level. Somehow during the posting process and the interview process, the focus – at least that the candidates seemed to be coming to the table with was on higher level vision in terms of programming and community access. Those are important things, but that wasn't really 95 percent of the PDF. Ninety-five percent of the PDF was build it, make it work. That's still there. In terms of if that's your vision of the PEG Director Manager, which I believe as I said 95 percent of it was that's still there.

Dennis Ryder

I'm a little hard of hearing. I didn't quite hear everything Mr. Teeboom said on this particular position. This theoretical person is going to be hired. You were mentioning Mr.

Barker's name somewhere along the line in here. Would you amplify on that relationship? Is Mr. Barker going to be doing this?

Alderman Teeboom

Mr. Barker has taken on the management responsibility effectively. I don't completely concur on the PDF. I read the PDF quite differently. The PDF we had tracks the Policy and Procedure Manual and designs responsibility, management responsibility, citywide coordination responsibility, as well as technical responsibility. The new PDF the way they read it is there is no mention of citywide responsibility. It's basically operating the system, scheduling things, being the person to answer the questions on complaints and what not. The direction where we're going to go to design the system as you go forward. It's a digital system. It may not be within the skills of this person and to promote that system, and to work with the school department, and to work with different departments and facilities in the City. This person may not have the skills. It's not required. In the original PDF that was a requirement. I'm not sure I totally agree with Mr. Barker that they look the same. I've looked at both of them pretty carefully and they read quite differently frankly.

The overall design responsibility is gone. The management responsibility is gone. Nevertheless, it is more like the access manager. We don't have a PDF for the access manager. The title for this new position is PEG Operations Administrator. Not the same manager. So I don't see a problem with the transition. We cannot deviate from the Policy and Procedure Manual. Nobody's rewriting the Policy and Procedure Manual. That requires an act by the Board of Aldermen. This is set. Whether Kelly likes it or not, this is the way it is set. That's the way it stays until there's a change made by the Board of Aldermen. The PEG Manager is ultimately required. If we don't hire that person now, that's up to us. Ultimately we do need a PEG Program Director dealing with the 3 channels and managing those 3 channels.

I see John Barker as an interim playing a far more involved role than we ever visualized. When this document was written there was no Mr. John Barker. There was no IT Manager frankly. I'm not sure – Mr. Tyrrell would disagree with me, we had no IT Manager of a caliber and I guess the view of things that John has. These are changes. I'm certainly adapting to that change.

Paul Johnson

I'll go back to my original question then. If I understand it, the aldermen will have to approve the creation of a new position that isn't in the Policy and Procedures Manual. We have a position that's the PEG Access Manager in that manual which wouldn't require any aldermanic action or delays. What are the job requirement in this position as

you now envision it that are not at the access manager level that we couldn't fill that position first?

Alderman Teeboom

I think your point is very valid. I look at this as an access manager. The access manager would also administratively report to the IT Manager. The Mayor makes (inaudible) but remember how the access manager was originally and is still visualized to work. That person reports to the E channel committee for the purposes of programming. He's devoted to this education channel. This Policy and Procedure Manual lays out a structure. It doesn't operation tell you how to hire people. I mean that kind of detail is not in these 26 pages. If CTAB decides to change the sequence of things and hire an access manager first, makes some adjustments, that's perfectly within the Board's purview. But I would like to see a vote because what the City went ahead and on their own sort of made a change to the PDF, called me in yesterday and informed me of that change, after some debate we talked about the scholastic qualifications of this person. We had downgraded from a 4-year degree requirement to a high school requirement. Now it's going to be back to a 4-year requirement?

John Barker

The discussion as around the level of substitution of work experience for academic studies. The final decision was to keep it at a 4-year degree with reasonable substitution for professional experience and training.

Alderman Teeboom

Which we did not allow. Which we did not allow originally. There was no substitution.

John Barker

They think the intent might have been there, but it wasn't written.

Alderman Teeboom

The only resumes we saw – remember how the screening works, HR screens resumes when they come in. We have no idea how many of these resumes come in. They sent forward to the selection via Kelly Dowling were all those resumes that they felt met the PDF. The PDF is an internal City document. It's called position description form or something. We don't normally see that. That's a very detailed form that the City has for hiring the selection committee. I'm not even sure they use that PDF for their selection. Maybe that's part of this continuity. It doesn't matter. The position now says four years

of equivalent. So I expect to see 2-year degrees come forward for resumes for the selection committee to consider, to call in for interviews, two years plus work experience. I think it's 2 years of experience for every 1 year of study. So if you have to have a 4-year degree, you have a 2-year degree but you need a 4-year degree equivalency, you need 4 years of experience plus the 3 years we're asking for of videography. So you need 7 years experience before you can walk in the door and interview. The way it was, you had to have a 4-year degree period. The only resumes we looked at were people with 4-year degree.

### Rick Farrenkopf

I guess the way I look at the position we're in, I'm thinking more of the work ahead of us. I think the immediate work ahead of us is we have to make some decisions around infrastructure placement and equipment purchasing. We need to decide things like what kind of a video server we might want to buy if that's the direction we're going. Where it needs to be placed. What kind of other equipment we need. So part of me feels like the PEG Program Director that's described in the Policy and Procedures Manual really is an operational management role, project manager, program manager type person who understands the field but may not have all of the latest and greatest up to the minute technical expertise to make final decisions. That's where we would rely on perhaps a video engineer or consultant.

So part of my concern is trying to find someone who's got the video engineering experience. I'm not sure that's what we're going to end up with. We want somebody who's very knowledgeable in the field, can talk the talk and understand in talking to technical consultants and weed out what they are saying. I anticipate at some point, I would guess, that we're going to need to talk to perhaps a video engineer type consultant type person on best practices of where to place a video server, best practices on bandwidth needs perhaps. We need someone who can participate in what I think would be a valuable experience which we did a little bit before going around to surrounding communities looking at the equipment they purchased, and being able to intelligently ask questions and weed out from what we see what's good, what's bad, what we should buy, what we can afford. In managerial make some decisions on this is the minimum set of equipment that we can afford this year. This is what we ought to defer to next year but keep in mind that it's all capable and can grow.

To make a long story short, I'm just a little bit concerned that if we change the PDF to be more of a technical person, I'm not sure we're still going to find someone who is going to have all the answers. We still need someone who can – unless Mr. Barker takes on that role, which I'm sure he could, from a program management perspective to keep the project moving along and to keep the financials in line and to make report outs. I think what we're lacking, in my mind, is someone who has the video engineering experience to

help guide us with some technical questions. If we put – should we have one video server? Should we have 2? What size? What kind of storage do we need? Where does it make sense from a network infrastructure to put it? What are the pros and cons of a person needing to run it? Can this be done totally seamlessly over a browser so it becomes almost irrelevant where certain things go? I don't know. I still think that we need someone who has a good personable able to manage a project type person doesn't necessarily have all the technical expertise but can understand and know the questions to ask and who to talk to. I'm not sure what that added. I'm a little bit concerned about us having the ability to go out and find someone who has all of the technical expertise we need. I'm not sure that we're going to be able to hire a person like that. I'm not sure if the salary is changing but given the salary that it was, there's probably not a huge market for people with that level of technical experience that are looking for a job at that salary level.

Paul Johnson

Yes I agree with everything Mr. Farrenkopf just said. I have a question for Alderman Teeboom and then I'd like to continue. The question is if we're recasting this you call it a PDF, but I think it's something – I'm not sure of the acronym is – RF something, request for something. Anyway, whatever it is, if we're casting that does that mean we're actually opening the process up again and looking for new applicants, and reinterviewing, and taking another month or two?

Alderman Teeboom

The answer to that is yes as it turns out. That was one of my first questions. Effectively we've closed any further interviewing in that process for the current advertised position. It would reopen. The form is called position description form. The current title is called "PEG Operations Administrative Municipal". The requirements are rewritten. It is much more operational such scheduling and what not, inventories. You can look at it. It's the kind of thing I would write if I was looking for an access manager. It is not the kind of things that I would write if I were looking for the things that Farrenkopf just mentioned. What Farrenkopf just mentioned is what we're looking for. We're looking at the 8 candidates for 2 months. We started this process back in June. Here we are September. Three months later and we're no where. I caught me quite upset a month ago and even more upset a few weeks ago.

So the offer back from the City is we set – we have to reopen again, resubmit, re-advertise. John is here and willing to take on the larger role. The role was never envisioned. Remember the structure of this director was directed to Mayor or assistant administratively. But functionally the director of this board, this board would get technical direction. We expect this person to be the head of the technical committee which only

met once. We expect this person to meet weekly, every other week. You're on it. I'm on it and make ourselves available because the technical committee makes things work not the IT manager or whoever that person reports to would just kind of administrative reporting.

This changes things significantly. We would see improvements in the operation. I'm not sure we'll see improvements in the overall design. It depends on how much skills Mr. Barker has in video technology and how much time he can relatively devote to it. I'm trying to be pragmatic here. We're not paying a huge amount of money in this City for the qualifications we're looking for. Effectively for this new position there will be less pay because it's a downgrade unless we find the equivalent of a 4-year degree. I guess did we find a 4-year degree with all those years – replacement and they'd be the same. Right. That's what part of the discussion about keeping it 4 years. So you have to go back and find someone with that and look at the resumes. People have applied. People have applied with just 2-year degrees they say we are challenged by what Nashua offers. We are interested in taking this from scratch and looking at this as a stepping stone to a wider career and willing to take pay cuts. I've found people that are willing to take pay cuts to come to this position to get a large position.

We are now resetting, and I don't know what that means, but it certainly means that we ought to be more success finding somebody whether that meets our ultimate objective or not. We have to look at what this person can be expended, promoted, or made into the access manager and we start all over again with the new position. The salary structure in the City is fairly rigid as I understand it for experience levels we have. Managers get paid certain amounts of money, and the (inaudible) directors get paid different amounts of money. If you're not a manager and not a director and you're at the lower level, you look for experience to build up your salary. So we're structured by – I'm one of the guys that's the most frugal on the board and trying to keep the costs down.

#### Paul Johnson

I guess as I hear more of this I'm puzzled. We're in a situation where we're looking to make a hire for someone to help us design and build a system, which is a one-time task. We're looking for somebody at a reasonable, affordable level of pay. I don't think one of the requirements is that they've actually successfully done this before in terms of building and designing a system. It sounds like it's the immediate task because at this point we don't have any access to manage until a system is built out. I'm wondering now whether it makes sense to try to fill a position that requires skills that will not necessarily be the next piece that will not necessarily be necessary in the long term. Operations necessary in the long term, but whether we should be getting bids for consultants to help us design this system under the IT director's leadership and technical committees leadership and find a suitable PEG Program Manager as we move forward. Can we move forward on at

least looking at getting some expertise to design the right system?

John Barker

I'd just like to address a few things. I think one of things that is most important to face is the reality that the posting that was there before and the individuals that came in had the ability to do things like fund raise, to deal with publicity, to talk about programming decisions at a very high level. They had no capability of any kind to handle technical questions. They had no vision of technology. No understanding of where the trends of digital and audio conversion was going – nothing. Their statements were when we have a problem we pick the phone up and we call a consultant. They have buckets of money and other municipalities apparently to do that. Big buckets of money apparently.

We have to here build an infrastructure, as you say, something to be able to access. We need an individual who can not only help put that together and operate that going forward, but as you know, it is about digital conversions. That operational need for design is not a one-time function. Just as it is for IT, we manage the changes of technology, the trends, and the movements of all the pieces virtually every day. You also need someone who did not pick that phone up but helped to diagnose and troubleshoot an issue that's affecting your programming today.

The problem is if all we get are individuals who want to pick the phone up and call a consultant; you're going to have a problem in two ways. Number one, it's going to be very hard to predict the amount of money it's going to take to operate your organization effectively going forward because you're going to be using consultants constantly. Number two is that those consultants are not at your beck and call. As you'll hear later on, when I placed a call to consultants to have them come in and talk about our audio system, I made four calls multiple times to each one of the individuals. Only two responded back within a week and a half. Two of them came in, and the written values they gave me was not what I was looking for yet but I couldn't clarify it a whole lot because I got them last night after close of business.

That's what's going to happen to your programming if we do not have an individual who can operate and guide your technical infrastructure going forward. We're here to help them but we're IT and this is audio/video. There is a point of conversion so that's important because we can help guide that. If you want to maximize the money that the citizens have given us to build this infrastructure, operate it effectively, and make decisions for coordinating that kind of access and assisting in programming decisions, this is the right role for that. If the idea is that the individual is going to do a one-time thing and leave as a consultant, I don't think that's realistic.

Rick Farrenkopf

Thank you. I just wanted to just say I wasn't suggesting that there was not technical expertise required. The point was more that the requisition is not looking for somebody who's actually done this before in terms of designing and building a system. I do think we probably will have to have outside expertise involved. I respect and agree with everything you said. Thank you.

Andrew Cernota

Okay. I did want to make one quick comment and hopefully kind of summarize where we stand right now. We've gone through the process one time looking for the PEG Manager position in the original PDF. We've been unable to find a person that meets those qualifications. So now the City is changing that position in their hiring process. The new position that they are proposing to the new job description seems to be more suited to what in the manual that has been approved to the access manager. Now the access manager, as I understand it, reports to the educational side of the programming infrastructure. To the education committee and is pretty much dedicated to the educational side of things with some overlap. Again, that part of the manual is articulated and is geared toward that education side of things. Whereas the program manager that's described in the manual takes on a much broader job description, or at least in some respects, takes on responsibilities that this new administrator wouldn't be responsible for directly or at least initially.

From what I understand, either way this particular position is not consistent with the manual that's been approved by the aldermen. It seems as if we have options before us of either temporarily, as Alderman Teeboom has suggested, holding the PEG Program Manager position in abeyance until we can fill this position, and then possibly expand it to fill that position that's been approved by the aldermen as the manual. Or as far as the access manager position, using that one – my understanding is that would require, again, a change to the – if we're using that access manager temporarily to fill the broader role of the program manager or this program administrator, that that also would require an amendment to the procedures manual as far as to describe what the access manager is. Again, the access manager was geared toward the educational side of things.

Alderman Teeboom

I don't think it requires any change to this manual. This manual doesn't say when. It says this is how it ultimately – it didn't say the public access channel has to be done by next week. It may be 2 years from now. It doesn't address when. It doesn't address how you get there. It just says what you have when you're there. I don't see it's inconsistent. I'm going to make a motion on this question.

Rick Farrenkopf

I guess I have a question because I agree that the position we're in is that the committee didn't feel the people that they interviewed were the right people to meet all of the goals. I think there was a variety of reasons for that. So what I'm wonder is, and I'm not sure administratively how we want to do it, but it sounds like what we want to do is to repost the position to get more applicants. What we're looking for is people who have a more of a concentration on the technical side and less of a concentration on the management side. The Policy and Procedure Manual kind of talks about the whole role. What I'm wondering is would we administratively absolutely have to change the job description? Or could we just say we haven't found who we were looking for and repost and maybe offer a letter of explanation that we're looking for someone who has more of a technical concentration than a managerial concentration? And does that help us in terms of – because it does sound like we're now looking for a position that isn't quite maybe – I haven't seen the new description, but is it the reason we're posting a position is because the policies and procedures describes the position that is needed. I'm just wondering if there's a way around this and still be able to move forward expeditiously?

**MOTION BY ALDERMAN TEEBOOM THAT THE TITLE REMAINS WHAT IT IS – PEG PROGRAM MANAGER AND THAT THE PDF BE RESTRUCTURED TO BE MORE DETAILED TO EMPHASIZE THE TECHNICAL REQUIREMENT AND RESOLICIT THE POSITION AND EVERYTHING ELSE STAYS IN PLACE**

ON THE QUESTION

Unidentified Male Speaker

Just a simple clarification question. The policy and procedures names it as a PEG Program Director. So is your motion to keep it with the terminology that's in the Policy and Procedures Manual or to – kind of picky. I'm just asking.

Alderman Teeboom

It didn't seem to be a problem. There's a problem with calling things director in the City. John pretty well knows, right? So we'll stick with the words PEG Program Manager. We'll stick with looking for the position in the manual but we ask that the PDF be restructured with a more technical view. That the IT manager becomes the point of reporting as opposed to the Mayor's appointment – administrative assistant. Everything else stays the same. We're off and running and open up the solicitation.

John Barker

I just wanted to mention that the two changes that would be occurring under the scenario that Alderman Teeboom has just proposed is being clear about the technical expectations of the role and also being clear that the role has an extraordinary circumstances emergency fill in role for videographers should a videographer not be present. That was not also present in the previous PDF. So the individual would need to be able to be trained or know how to operate a video camera should someone not show up and we do not have at that time an automated system that would allow videography to continue.

Dennis Ryder

I would like to make sure that the trade equivalent or work experience – obvious proof of technical confidence be taken as well as a four-year degree or in place of a four-year degree. I'd like to see that some wording to that affect.

Alderman Teeboom

If I could amend the motion.

**MOTION BY ALDERMAN TEEBOOM TO AMEND HIS MOTION THAT THE FOUR-YEAR DEGREE REMAINS WITH THE EQUIVALENCY – THE DIRECTION IS TO THE IT MANAGER AS OPPOSED TO THE MANAGER OF IT DIRECTOR OF IT MANAGER WOULD BE THE REPORTING FUNCTION AS WELL AS CTAB AND THE TECHNICAL DEFINES NEEDS TO BE MORE EMPHASIZED**

ON THE QUESTION

Alderman Teeboom

I also should say the videographer requirement was a (inaudible) requirement for the PEG Program Manager. In this manual it talks you have to have videographer experience as a requirement. John's asking this person to be able to operate. So it's more in to say well I know where the videographer – that's the guy sitting in the corner holding the camera. He's got to be able to operate the camera.

Rick Farrenkopf

Is the current salary level going to remain the same? We mentioned that there was talk about downgrading it. Your motion keeps the salary level as it was?

Alderman Teeboom

Yes. Four year or equivalency?

John Barker

Yes. It would be the same grade.

Alderman Teeboom

That was part of my concern that the way it was going was the salary was even reduced further.

Unidentified Male Speaker

That's your budget. That's what you need to stay within.

Rick Farrenkopf

It will still be challenging to find someone with the skill set. I think it was fairer to say that the candidates coming in didn't realize that the technical comprehension and ability was as clearly needed there.

Charlie Matthews

I just had a question about the word "manager". Does the HR Department describe a manager as someone who is fully responsible for a particular department or function? I'm wondering if we're maybe stretching the meaning of that particular term by not using what we had talked about formally as the PEG Operations Administrator, which I think probably more – at least in my mind, describes the functions of this particular role?

Alderman Teeboom

As far as I'm concerned, the PDF is an internal document. What we're really looking for is a position, as pointed out to Paul; it still fills the requirement defined in this document. That's the public document. That's the document approved. The PDF is an internal document approved by the Mayor. We don't approve the PDF. We don't analyze the PDF. I'm only suggesting that we state keep the words "PEG Program Manager" in there. But if John has a serious objection, then I can remodify that.

John Barker

There is an anticipation in your structure in the Policy and Procedure Manual and in the roles as we've talked about evolving them here that this individual would have other individuals down the road reporting to them. A manager is consistent with that. If that was going to be removed, then one might argue that manager should be there at all.

**MOTION CARRIED**

UNFINISHED BUSINESS

- Technology committee update

Rick Farrenkopf

The technology committee is, as Alderman Teeboom mentioned, has only met once. The role at the time, as I see it at least and maybe it needs discussion, but the role was two fold. One to go through the Comcast contract and understand and talk to Comcast about some of the technical decisions that were made within the contract, what they are proposing in terms of content locations and the capabilities within the contract, and then make a presentation to CTAB, which I think we've done. The second role of that committee was to work with the PEG Program Manager Director when that person gets hired to serve as a technical advice committee or whatever that would assist him in going – as an example to the surrounding communities to assist him with making some of these decisions that would be brought back to CTAB for approval. The conversation was that right now I'm chairing that but that the PEG Program Manager would take that over at some point.

In terms of what the committee has done, we haven't done anything more at this point because we were kind of waiting for this PEG Program Manager to be hired. That doesn't mean that we can't do more, it's just that we made a decision at the time not to do more waiting for this person. I guess we could discuss whether we want to move forward with that committee. The only other thing I can report separate from that committee is just the status of my work with Comcast within the schools. But I won't go into that at this moment until you want me to.

Andrew Cernota

If you don't mind giving us a quick. If you can do it quickly.

Rick Farrenkopf

Sure. Basically Comcast has about a month and a half ago Comcast contractors had

come in and wired additional access points if you will or content origination points. The contractor described the one point per location being north and south, district library, the district office at Ledge Street, the Public Library and Stellos Stadium. So instead of doing one content origination point per location, we thought it advisable at the time because it would be a lot cheaper to wire some additional points. So at the high schools as an example, we have content origination points within the large gymnasium and in the auditorium, which wouldn't have been there before. We anticipate the need or the desire to broadcast live from those positions at some point. So the wiring has been done for about a month and a half.

What Comcast has come in now and done is they have brought in the modulators to do some testing at these origination points, and I went with a Comcast person to Stellos Stadium to make sure that the infrastructure is transmitting. They are coming back Monday to test out district office at Ledge Street to make sure – as you remember there is a default location and override locations in the design. So there is a default channel, really a subchannel, that broadcasts all the time on the educational channel. That would be hooked up to a text messaging system or a video server that would be broadcasting content on a schedule.

Then the other locations, as an example, the Public Library would be an override location where when content started to be originated there, it would override the default channel. So what they've done right now is they've implemented a default modulator, which is a channel for subchannel at Nashua South. We had to put it somewhere. The contract originally putting it in North. I went through a lot of work to have them change that to South within their scope of work just because that's where my people are. It doesn't mean that we are tied to any future strategy in terms of where things are placed. As I said, they are in the process of testing out transmission from other content origination points.

The other thing he mentioned to me, which Mr. Tyrrell mentioned as well, is that they have decided on a couple of channels for us. What they mentioned to me and apparently they talked to Ken as well, was for us to decide and get back to them on which channel would be the public access channel and which channel would be the educational channel. I took the initiative to talk to our Acting Superintendent and a few folks within the school district. The school district would have a preference on the channel number. Again, we can talk about that at some point today hopefully.

#### Ken Tyrrell

Yes. A little more on the technical information. Comcast has also been to City Hall. They have a replacement modulator for the one that is on the cart right here. It is in the computer room at the moment. That can be plugged in at any time. They've also

provided me a logical diagram of the network, which I can share with people here. They are also asking where the default locations will be for the government channel and also for the public channel. Right now they are actually proposing that the public channel will be able to broadcast from the communication center and City Hall, which I don't think falls at all with what we want to do. I really would like to see a meeting of the technical committee to discuss this particular information, make a decision, and get back to Comcast that it's probably not appropriate at this time to even turn on the public channels since we don't have any equipment or anything to run that. That's the status of where we are at in City Hall.

#### Alderman Teeboom

When the technical committee met we went over one of the several diagrams. I since contacted Comcast and I received additional diagrams ...**end of Side A**... This all needs to be reviewed. So whatever way it is being hooked up now, we have no decision of public access channel because we don't know where to put the public access channel. It will not be in a government building. It would defeat the purpose of having a government access channel – if a public access channel is in a government building can only be unlocked when some government person gets in to unlock it. It doesn't make any sense.

The entire wiring set up and default structure needs to be reviewed. There is a contract in place, as I understand it, that's the contract signed and that one diagram – there's one diagram in the contract that says what they have to do. When I talked with Comcast, Bryan Christiansen and his engineer, on a one-hour conference call, they were very emphatic. They said no matter what you want to do, meaning what CTAB wants to do, whatever changes you want to make in the wiring set up, if it is not in the contract you'll have to tell us what it is and we'll have to scope it and price it. So you can make a change but they agree with is a no-cost change as long as it is within the realm of the diagram. It's Exhibit No. 5 in the contract in case you want to take a look at that. Exhibit 5.

No one has really in total reviewed it except for five out of the first cut of technical committee. I have concerns about override structure, and which channel is on, and if you have another channel on will it interfere. It depends a lot on phone calls and people making sure you only have one channel operating. It hasn't been a problem because we only have channel 16. It's not a serious problem. We don't have a lot of competing channels and how to get those channels to the head end. That can become a problem if we have simultaneous live broadcasts and recorded broadcasts. So this needs to be reviewed ultimately. Right now we're depending on Mr. Farrenkopf basically to oversee this thing because no one else is overseeing it.

#### Rick Farrenkopf

I was just going to say to Comcast's defense in terms of the public access channel, they have no place to wire it to because we don't know where it is going to be. So I think they are doing the only thing they possibly can do. I didn't have a chance to re-review the contract. I think the contract's expectations were that they were going to complete their work by the end of August. I think what they are trying to do is make it available – a public access channel available to us if we wanted. We haven't supplied them with a desire to wire to any particular building. They are doing the best they can in my mind of doing that. What we can do with that in the future is I think more of a contractual and cost issue than a technical issue.

Dennis Ryder

I'd just like to say that this is a first sign of some progress that we've had from the report from Mr. Farrenkopf that things are actually happening. I'm very pleased to see that we have some movement.

John Barker

Just to make a comment. As part of the search for candidates for positions, I've been contacting some of the other CTV organizations in this State and in Massachusetts. I'm going to continue to do so. I'm wondering whether the technical subcommittee would like to have me invite them to whatever meetings I might arrange with them to come down and see those operations also.

Rick Farrenkopf

I would ask that you certainly invite all of us on CTAB. I know when went before we had a variety of folks go. I know I'm very interested to go back to surrounding communities and reassess and perhaps take more copious notes of the equipment that they have, etc. etc. I would welcome the invitation. I think we had done it over the course of a few weeks before. We had done some in the afternoon and some in the evenings. Whatever schedules we can work, I would definitely welcome it just speaking for myself. I think the technical committee and most people and a lot of people on CTAB might be interested in that as well.

Dennis Ryder

I would like to ask once again if I could be appointed to the technical committee. I'd be very interested in that committee. (inaudible) Mr. Farrenkopf when he hasn't replied.

Rick Farrenkopf

I apologize for that. It's been so busy and hectic with the beginning of school. We've had some telephone issues that some folks in the City might be aware that have been resolved. I would certainly welcome you to the committee. I don't know if we have to formally do that. As far as I'm concerned, the more input we have the better. I apologize for not getting back to you.

Andrew Cernota

I'd have to review the minutes, but I thought you had already been appointed. I could be mistaken.

Alderman Teeboom

Who's on the technical committee now?

Rick Farrenkopf

I don't have my notes in front of me. I know Ken Tyrrell, yourself...

Alderman Teeboom

The Fire Chief?

Dennis Ryder

Do you want to be on it Paul?

Andrew Cernota

He was originally on it back in May.

Rick Farrenkopf

I know he wasn't at that first meeting.

Alderman Teeboom

Anyway if you could just get that list to John Barker so he has an e-mail list.

Rick Farrenkopf

Obviously we'd like to have Mr. Barker be a part of that. I think he'd be an important part of that. He's even welcome to chair it if he'd like.

Charlie Matthews

Mr. Chairman I do have a list from notes from last month's meeting. I have Rick Farrenkopf as the chairman, Roger Hatfield as vice chairman, Alderman Teeboom, Nick Darchik, Paul Johnson, and Dennis Ryder currently on the committee. That's from my notes of last month.

Andrew Cernota

That's consistent with what I have as well.

Alderman Teeboom

So Dennis is on the committee?

Rick Farrenkopf

Yes he is.

- Educational committee

Ed Lecius

Chairman since our last meeting I've had several initial conversations with officials in both the public and the private schools and universities here. All of them are working to come up with individual or individuals to represent their institutions. I know we've talked with Acting Superintendent Hottel. His board wanted to be involved in the process. I believe at their last regular board meeting it was supposed to have been discussed. I talked with Mr. Hottel as late as yesterday afternoon via e-mail. They are still working on their lists. I hope to, within a week, have a list which I will e-mail out to the committee members and get them together to have their first meeting.

Rick Farrenkopf

At a recent Board of Education meeting I went and made a presentation to the Board around the educational channel where we were, the steps that needed to go forward, and

had a discussion on the educational committee. Some of their input was that they, as we were already thinking but it was good input, look to include parental representation perhaps student representation. So there was a discussion around that. I'm going to be having a meeting with Mr. Hottel and another person within the school district to move the educational committee forward. I'm not sure if we're going to have a complete list of names within a week. We need to spend some time discussion from within the school district, that's all I'm speaking not outside the district, the right people to have and interested people to have. I'm not sure if we'll have a list of names within a week, but we're certainly working towards having a committee soon. We will have the ability to broadcast at some point in the future; I'm not sure when but its coming fairly quickly. We will have to make some decisions at some point. Otherwise the educational channel will just be blank for a while, which is obviously something I think this committee wants to avoid as much as possible. I understand the haste in doing this and will move forwards as quickly as possible.

#### Alderman Teeboom

I happened to be there when – to my surprise, Mr. Farrenkopf made his presentation. I got to say it was very well received. The Board of Education members were complimentary. There was a question about who does the access manager report to? Obviously plans for the education committee. There is no longer the question about who is in charge of hiring that person. The point that I was able to answer after you left was that certainly the education committee has strong input to the hiring of that manager. But the manager himself reports back to the City. That seems to be no problem with that. The education committee is totally up to the education people.

The only requirement in this document is that the superintendent of the Nashua School District chairs the committee. That seemed to be well accepted. The fact that we're looking for input other than the Nashua School District, meaning religious school, private schools, home schools, I think that was brought up by some of the board members and accepted. I don't think it will be very long, and you'll be looking to hire an access manager and an E program access manager. Once they get that committee up, they're going to look for somebody to execute their plans. They're just educators. They'll going to look for arms and legs to make it all happen. That is the access manager. We'll back and setting up a new PDF, and then we have to go back and go on a hiring activity for that position.

#### Ed Lecius

I do know Mr. Hottel and I had our initial discussion that his office did contact me so that they could provide the entire school board with a copy of the Policy and Procedures. They went out in their packet on Friday previous to their meeting. They were able to read

what was there. I didn't realize that Mr. Farrenkopf was going to be there. They are making an honest effort. With everything going on over there, the beginning of schools, I'm sure that's impacted a little bit. That's one of the problems I'm running in with some of the other private schools here in town. The beginning of the school year has got them focussed on getting that moving forward. They have all expressed an interest in having representatives on this committee.

#### Rick Farrenkopf

Just as a side note. I'm going to write something to the board for us to discuss at a future meeting. There was some concern raised by the board around the description of the educational channel being not to promote a budget. I just want to bring that up. Their only concern was that they just want to make sure that the discussions that are held at Board of Education meetings are on the pros and cons of particular budget items are within our Policy and Procedures because it's a conversation that the public should hear about pros and cons from their perspective. I'll just leave it at that. I just wanted to bring that up as a concern. I will write something to CTAB in a little bit more detail and perhaps we can discuss it at a future meeting. They just want to make sure that what their view of their discussions is in line with our policies and procedures. I'll leave it at that and perhaps discuss that at a future meeting.

#### Ed Lecius

If I recall, the discussion at the board meeting is similar to an aldermanic meeting. It is fair and as long as it is within the guidelines appropriate the commentary. I think the caveat about the promotion angle was based on we're not going to have one hour of support the budget as someone on a soapbox. I would believe, and I would think the committee would concur, that a conversation discussion at a televised official board meeting would be certainly appropriate.

#### Alderman Teeboom

That was questions I also had. So that's exactly right Mr. Lecius. I was concerned about when we are as a board discussion a budget. Is that counter to what should go on the education channel? The answers are absolutely not. Anything that is officially discussed, the official body commission, board on that channel is obviously official and can be discussed. What we didn't want to happen is some teacher lobbying group saying okay we want an hour on the education channel to talk about how important it is that the budget be approved. That is not appropriate. That is for the public access channel is for. The teachers group can come in. The Nashua Teachers' Union can come in. I would suggest that maybe the NTU – the committee members decide the Nashua Teachers Union might even be allowed on the education channel because they represent a large

segment. I think that's a policy that this board will ultimately have to deal with.

Just in general, any official discussion by an official board commission or body can be discussion on the government channel and talk about budgets and on the education channel and talk about budgets. We just don't want them lobbying by private interest groups to take place or lie on the government channel. We don't want it happening on the education channel. That's what the public access channel is for.

- Review of Mr. Barker's correspondence regarding cost for upgrading the sound system in the aldermanic chamber and in the auditorium

### John Barker

As I said in the document, I've been asked by some members of the CTAB committee as well as by the Mayor to go off and research the costs around looking at possibly replacement or repair of our sound equipment both here in the aldermanic chambers as well as up in the hall – upstairs on the third floor. What I've discovered is two things. Number one is most of the complaints are not well documented and antidotal. We know there's problems, but I don't have exact details of what those problems are to pass along to the service people to look into. The second piece is that as I've said I've only received two responses back. They diverge quick a bit in their recommendations because their recommendations are based on you probably ought to replace that. It's obsolete. I think that we need to have a more studied response from a service provider about replacing it.

My recommendation is to put aside a small amount of money and in this particular case I recommended not to exceed \$1,500 to have a vendor come in and do a comprehensive test of all of the components and a recommendation for replacement or repair around that. It is important to note that, especially upstairs on the third floor, the components are (1) they were used when they were put up there. They are quite obsolete. We don't know if some of it might not be at all functional. So to address those problems, we have to do a little more study. With that said in the interests of filling you in as much as possible, I have attached the documents, the notes, that I did get from those individuals. I can answer any questions in that regard if you have any. I'm looking now for guidance from the committee on how they want to move forward with this recommendation of further study and having an outside vendor come in and do that for an amount not to exceed \$1,500.

### Alderman Teeboom

As I understand it, you want \$1,500 to do testing and assessment of the auditorium and the chamber. Does that include looking at the taping system as well?

### John Barker

Define taping system for me?

Alderman Teeboom

The taping system is when we have to interrupt because he has to move the cassette around. I hoped maybe you'd come up with a better taping system as well. Now maybe that is outside the scope of this?

John Barker

If we're talking about the connection for that tape player and that tape player itself and it is available here at that time, that can certainly be included. I'm sure there will be no additional expenditure about that.

If you're talking about videography, that is another animal.

Alderman Teeboom

I'm talking about taping.

John Barker

I think that is certainly within the scope of this since it plugs into that piece of equipment.

Alderman Teeboom

And we run out of cassettes, and we get confused in cassettes because sometimes cassettes are missing. Sometimes the cassettes aren't recording and it says no recording took place. If you look at Alderman McCarthy's comments, what you're doing in part you've got the two memos I sent you and that Alderman McCarthy sent. Even though I didn't like him directing, I didn't have any problem with his comments being critical about the system. Frankly it's embarrassing you have to listen to the Mayor upstairs with this public works organization and very often you can't hear him. Or there is such interference in the sound you turn it up. It's painful to listen to. He's the Mayor and he's getting no service. That makes it look bad.

This (a) I endorse, and (b) I'll make a motion to approve it, and (c) we've had a discussion about moving this ahead. Maybe John didn't mention that. We expected that the PEG Manager to be hired at this point to take care of this. Well there's some delay. We don't want this problem to be delayed. We asked John to see if he could do something. John on his own initiative because no body really had directed him, went ahead and did this which to me shows a great deal of initiative. He's only been here for a month. He did this on his own initiative and got this information to us when we waited for PEG Manager to do this kind of work. I'm just happy that John I appreciate it very much.

Rick Farrenkopf

I was just going to say I think it is a great idea and I support it. In terms of the tape recorder, I think it's perhaps something that we could ask a vendor are there – because we're looking at doing the same thing in the board room to have a better device to do the recording so that someone doesn't have to flip the tape as often. They may have some recommendations around that.

I just wanted to ask a question. I'd like to see the technical committee be used as a resource. I don't want Mr. Barker to think that he has to go before the technical committee in any way, shape, or form. It's kind of, in my mind at least, an informal committee to be of assistance. I'd like Mr. Barker just to use that committee as he sees fit if he wants to call a meeting, or he wants me to call a meeting to discuss anything. I'm more than happy to help in that way. Then I also have a question whether CTAB wants me to call another meeting to discuss any particular issues. Right now, I'm still considering it a resource, as Mr. Barker said, in terms of going out to other communities and just being there to help. I don't want to see it being a hindrance or slow things down in any way.

John Barker

Just to make a couple points. First to Alderman Teeboom's comment. Thank you for the accolades, but I also want to be fair that you did discuss it with the Mayor, and the Mayor assigned me to do that. So some credit goes to the Mayor for the initiative of having me do that.

In regard to the issue about the technical subcommittee. Since I have a designee on the committee, I don't think I can technically be a member of the subcommittee. I certainly will avail myself of asking for meetings and forums in the like. My own opinion at this point not as a member of the committee is that a meeting is probably prudent to discuss some of these Comcast issues that I think we could reasonably move forward on making some decisions before a PEG Manager is brought in place.

Paul Johnson

My only concern with upgrading audio equipment at this time is just that if there were hypothetically some kind of a robotic automatic camera system for both of these chambers that could detect who's speaking by audio signals and then switch the camera to that person automatically without needing a videographer, we'd want to make sure whatever we got didn't have to be replaced again.

John Barker

We actually received in the past, I have a copy of it it's no longer valid because I believe it's past 90 days old, but we did receive a quote from one of the vendors you see in this package here access AV on a robotic system. I agree with you. I think my focus at this point ought to be remediation of those components that are just obviously failed or delivering very intermittent service. I also want to mention one last thing which it is quite likely that some of the recommendations that come out of an analysis will be that we have a level of operator error occurring also. So there may be some operational steps that need to be given to some of the videographers to ensure the best quality until such time as a more comprehensive system is put in place.

Rick Farrenkopf

One more observation just as far as remediation upstairs in the auditorium. The acoustics in that room are horrible. I think that there will be a challenge for a good sound system to address the acoustics without also doing some acoustical treatment there.

**MOTION BY ALDERMAN TEEBOOM TO ACCEPT THE RECOMMENDATIONS MADE BY JOHN BARKER TO AUTHORIZE UP TO \$1,500 TO EXPEND ON THE SOUND SYSTEM IN THE ALDERMANIC CHAMBER AS WELL AS IN THE AUDITORIUM AND REPORT BACK TO THE BOARD ON THE FINDINGS IN AN EXPEDITIOUS MANNER**

ON THE QUESTION

Paul Johnson

I guess my only question is this is really City infrastructure not just video because it is also the sound system for people in the hall and for public listening in the room. So is this actually coming out of the CTAB budget or is there another City budget that this would actually come out of?

Alderman Teeboom

The sound system here ties in with the video system. As far as I am concerned, this is a CTAB thing. There is no other budget. On that point, going to a fully robotic system – I know that sometimes aldermen and board members talk at the same time, a little less behavior than we are in this board because things get heated, and we have two or three people yelling, fingers pointing and what not. The camera may be flying between three or four or not go at all. So you need to test that system out. My concern, and I expressed it to the Mayor ultimately, because my frustration last month is we've got to get this audio system fixed. We've got to get the taping system fixed. You've got the same taping problem in the Board of Education when they have to interrupt discussion. Some people

are good at interrupting the discussion. Some people are not. You tell somebody hold your thoughts. Well you have to be fairly skilled to hold your thought for the time it clicks around. It's intrusive. Then the tape doesn't always work. There's no feedback to see if tapes are actually being taped.

The focus now is not to get to exotic Paul. I guess that's my caution. To get the things fixed that need to immediately get fixed. When the PEG Manager is on board, we have other pressing problems, including looking at the whole videography picture, acoustics on rooms and what not because that gets very expensive. Maybe there are better ways to replant cameras, microphones that get around acoustic situation. The acoustics in this room are not bad if you listen to channel 16, but some aldermen speak very softly as an example. I've heard often complaints we cannot hear what Alderman Flynn says. Then when you turn your face like I turn my head, they say we can't hear what you say. These are very directive microphones. These microphones also shut down when somebody else speaks. These activate on voice. Is there a better system or is this the best we can do? That is the kind of thing I think I'm going to look for John to come back, plus the testing results on this chamber, and upstairs.

#### Paul Johnson

I wasn't suggesting being exotic. I was just suggesting that we avoid making expenditures of equipment that may become obsolete and that we just look to the future as we spend and spend wisely.

Regarding the other issue, which is – you've reinforced the issue of should this be a CTAB budget. This system – the microphones and sound system is primarily for creating a legal record of the proceedings in these chambers. The cassette system is the official record really of what transpires here. Transcriptions are made from that. I again question why CTAB, which has a very limited budget most of which has already been intercepted by the aldermen for other purposes anyway, should be funding retrofit of the aldermanic meetings and the planning board meetings.

### **MOTION CARRIED**

#### MEMBER COMMENTS

#### Diane Sweeny

I know I hadn't put this on the agenda. We do have independent contractor agreements that are out every six months to update our videographers. It is time now to update our videographers contracts. Who will be signing them? That's what I'd like to know and who would like to review it? It was Maureen Lemieux. Maureen asked that I bring this

out to the board.

Alderman Teeboom

I presume it's still Maureen's until the PEG Manager is on board. We had the original sign off and then go to whoever he reported to administratively. You'll have to work it out internally. You can have Kelly do it. You can have Maureen maintain that responsibility, or you can give it to John Barker. You need to work this out internally. I don't think this board should direct the City what the signing procedure is.

John Barker

Are these contracts requiring renewal? If so, on what date?

Diane Sweeny

It's every six months so they are due this month.

John Barker

They are due this month. I believe it would be prudent for the board since the videographer contract --these contracts are for how long?

Diane Sweeny

Six months.

John Barker

These are for six months. Since it would fall into the period of time at which a PEG Manager would be there in the absence of the PEG Manager, I think it would be prudent for members of the committee and myself to take a look at the contract and see if we had any concerns at all before a signature whether the authorization to actually sign can certainly stay within the administration and should. I think the board has a role of looking at it and saying do we have any concerns.

Alderman Teeboom

I did have one concern. There was at one time a videographer that didn't notify us that he was supposed to be here and he didn't notify and the budget meeting wasn't covered. I know this meeting isn't being covered. We didn't have a videographer here this morning. I don't know if somebody just didn't show up or not.

Unidentified Male Speaker

There's a reason for that.

Alderman Teeboom

There's a reason for that. In that case, it was somebody who didn't tell us he couldn't show up. I want to make sure that we have people that are responsible and when they say they'll be here be there. Or notify a point of contact...

Diane Sweeny

At that time what had happened he forgot.

Alderman Teeboom

He forgot. Well okay. I'm generally happy. I understand there was a videographer up in the auditorium that didn't set the switches correctly and there was no sound. That's because the sound there's not feedback. Somebody else had come in and opened up the closet. There were a few minor problems. I didn't see that raised to the level that we have to be concerned about the contracts. I suppose if any member of the CTAB wants to look at these contracts they can do so. I didn't see the need – I haven't asked for the whole board to approve contracts. Maybe the Chair has a different view at this.

Andrew Cernota

In the past we haven't but it might be something – I might be curious to take a look. I don't know if there is general interest on the board. If someone would like to make a motion with regard to that we could have a vote on it.

Alderman Teeboom

I should mention that CTAB does have more authority now. This manual when it got approved it was mentioned in the meeting – CTAB is more than just an advisory board now. An advisory board just gives advice. We do more. We approve budgets. These are things that as they come, they come up approving contracts, approving videography contracts. I'm happy the way this is. If somebody here wants to make a motion that the contracts come before us for full board approval, they can make that motion. I do think that is within the authority of the board to approve. Ultimately, all contracts have to be signed off and expenditures have to be signed off by the Mayor or his designee. All we do is we are approving the chain. We are not the final authority on spending the money.

WE should not be.

**MOTION BY PAUL JOHNSON THAT CONTRACTS RELATING TO ISSUES OF CTAB  
PURVIEW BE PROVIDED TO MEMBERS FOR THEIR REVIEW**

**MOTION CARRIED**

Dennis Ryder

I recently made a trip to Bedford community television. If you can spare me about 6 minutes I'd like to read the report to you.

"This is a compact, well equipped professional operation covering public access, education, and government television operating on two channels with a third in reserve pending completion of the new high school. The main operation is in a dedicated building with all remote access points connected to it by a coax cable. This access BC TV's head end and is the contact point for Comcast. Included in this headquarters are a meeting room for channel meetings similar to the city hall room here and all the other board meetings as provided with comfortable seating for the general public.

As a studio set up for making videos for all three PEG interests and a complete control room with a set of director controls for the meeting room and another for the video studio. As administrative offices, editing studios, and storage facilities. The meeting room layout is quite interesting. It is set in a horseshoe format with the latest state of the art microphone at each desk and in the center of the crescent is a desk furnished with a power supply and a video connection allowing for a computer presentation such as PowerPoint. There is also a powered dropped down screen in the corner of the room visible to the general public and the board members. This room is equipped with four robotic three chipped cameras remotely controlled by the director in the control room.

The studio layout is also interesting. It's a large room with a family room, easy chair, fireplace décor and it is usually configured in a two to three person format. It can easily accommodate a long table discussion. There are three up to date digital video cameras mounted on wheel tripods. Each operated by a person in contact by headset with a director in the control room. The lighting consists of seven flood lights and two banks of fluorescent lights. It's pretty well equipped. The control room has two complete sets of controls. One for the meeting room and another for the studio so two things can happen at the same time there. They can film a video in the studio and they can also have the channel meeting broadcast going on. The director has full charge of everything in there. He's got mixing controls, sound controls, light, focus. It's a pretty impressive set up. The editing rooms are equipped for editing, and they are also used for training. The system has five hand held cameras each equipped with sound recording capability and includes

a hand mike if desired. The management system has a PEG Director and an Assistant PEG Director and they are entitled as Dual Jennings, Station Manager, and Colleen Richardson, Assistant Station Manager. These people were extremely helpful. They are thoroughly professional in their knowledge, and their enthusiastic supports of PEG television in general. Funding – the Bedford Cable Television receives the full 5 percent franchise fee as its budget. It is currently in the \$220,000 range. The start up costs – I pressed Mr. Jennings for some idea how much all of this equipment costs. He very reluctantly gave me an off the cuff estimate of \$120,000 to \$170,000 for all of the electronic control equipment, the studio equipment, plus another \$50,000 for the meeting room robotic cameras. So that's a rough idea of what you've got there.

Following my visit there, I looked at our CTAB funding for Nashua. It appears after reading the franchisee equipment that Nashua receives a 4 percent franchise fee. One percent of it is specifically reserved for government and education with no funding for the public access channel. I would respectfully suggest that as a minimum another half percent be reserved for the public access resulting in an even split of a half percent for each channel. If you my fellow members of CTAB concur and perhaps this board will apply to the Mayor and the Board of Aldermen to seek the process of changing the enable of documents and ordinance to achieve that end. Thank you.

#### Alderman Teeboom

A very good report. We're only getting one percent dedicated by contract. The remainder would have to be done through a budget process. In the current budget situation environment as I call it, culture, to come up and say we want another half a percent, which represents \$100,000, for public access channel when we haven't even gotten the education channel running. It's dead on arrival. Just like nothing got budgeted this fiscal year – 2007. (inaudible) you guys have one percent in your franchise fee - \$208,000 that's enough.

My take on this is that once we show progress on the education channel (inaudible) good government channel and improvements. Aldermen see improvements made. Improvements in that very chamber that they are using. Good PR. I think we can look for a budget. The Mayor might do but at the same time, I think, our longer-term goal is to come up with a contract change to the Comcast agreement. Comcast I don't think would have a problem. They don't care how we spend our money, but we do. We're getting \$800,000 now of which we only report \$200,000. We've got another \$201,000 of which we have \$151,000 (inaudible) but that's it. We've got no more. The objective is to, and I've mentioned this before, when things get rolling nicely I will try to get a resolution going to allow us to change the Comcast agreement. Then we have what I call a reliable funding source that doesn't depend on year to year whims of elected officials that may swing with the pendulum solidly put in place. Just like our Policy and Procedure Manual

is fairly solidly put in place. That's my objective. So I completely agree with the half percent. We might even need more than half a percent. Whatever it is, this is not the time. The time is after we get the education channel up and running.

Rick Farrenkopf

I've got a couple of comments. I agree with Mr. Teeboom. Just as a point of clarification. The Comcast contract really says that the City gets 4 percent and not 1 percent. There is 1 percent dedicated to education and government. But the Comcast contract additionally provides the City with 3 percent, which can be used apparently for anything. I'm not sure that we necessarily have to change the Comcast contract as much as what the City does with that money. That's just my reading. It does stipulate 1 percent can only be used for education and government. There is 3 percent that the contract gives the City for other purposes.

Alderman Teeboom

That is my point. I want the contract to say 1 percent for government education and then maybe another half or to it will say one half percent for government education or maybe 2 percent. We locked it into the contract so it cannot be – the 3 percent you're talking about is the other \$600,000. Right now it goes to all kinds of other things and not cable. If you change the contract, it's fixed. As you know the resolution that took place last year, it was an automatic transfer. That \$208,000 was not discussed by the Board of Aldermen at all because that's part of the contract and it's set aside to the contract.

Dennis Ryder

As a matter of interest. I visited Merrimack now. I visited Bedford and Litchfield. In each of those communities the franchise fee is the budget for the cable television authority.

Paul Johnson

I agree with Alderman Teeboom. Ultimately we have to change the contract so that it's out of the aldermen's hands. There's a pool of money that comes in specifically for the purpose of community television. That can't be interfered with. That number will have to go up over time, and that will be the job of this board to help make that happen.

I do want to thank Mr. Ryder for his report. I thought it was excellent. I would encourage the Chair to have copies made and distributed. There is a lot of useful information in there and their contact information details. I think as we visit other facilities to have some kind of a written report for our own records we'll have a fund, what it costs, and what (inaudible) the rest will be a helpful addition to our library of information as we go forward.

Rick Farrenkopf

Just on a separate note. I had mentioned earlier the two channel numbers that Comcast has made available. They are channel 96 and 99 to be used for the public access channel and the educational channel. They wanted to know which was which because obviously they want to do programming at their head end to get the educational channel within their program logic, if I can use those words. I will request on behalf of the district after talking with Acting Superintendent Hottel, that we would like to use channel 99 as the educational channel. I'd like to ask the board for approval of that whether I do that in a motion or not. I'm not sure.

Alderman Teeboom

I have a question. Is channel 16 remaining the government channel?

Rick Farrenkopf

Yes.

Alderman Teeboom

So it's a little bit confusing in that 16 is the government and then you have to go to 99. Is that because they couldn't put them together and make it 98, 99, and 97?

Rick Farrenkopf

I don't have a good answer to that question. I suppose we could go back and make a request. I know that when we brought this up to Bryan Christiansen at one point, I think he was noncommittal on what the channel numbers could be. I'm not sure how involved Comcast is with making this assignment and whether they are very flexible or not.

Alderman Teeboom

We haven't provided having an input on this at all. I have no strong feeling, but I do feel that 16 in one part of the band – the low part of the band, then 99. I believe all television sets can receive up to 99. So it's no longer an issue not being able to receive it. The modern t.v. sets but it's just knowing where they are. I'm not great on what's the best way to program things. But having things move around is not helpful. It seems to be helpful to have them all together.

Andrew Cernota

I'd be a little concerned about moving 16 to the other area of the band – shifting things around; channel 16 might lose its viewership to some extent as well.

Paul Johnson

I have a couple of comments. One question – would the channel in the 90s be available through basic cable and is anything else above 20 something available on basic cable. Do people just go up there and not know there was something there who were basic cable subscribers. That's one question. Just another observation is that the higher channels in some systems have problems with reaching the outlying parts of town. I know that was an issue in Manchester. In fact, that was the subject of litigation related to their public access channel was that the public access channel was relegated to one of the very top channels. In their cable system, which was coax this was only about 2 years ago, there was a large section of the city that couldn't get the public access channel because it was a really high channel. They were sued for reallocation and got a low channel, which is a preferred channel. I just bring that to the board's attention as well. The legendary Manchester suit was over the actual channel number and it was allocated for public access.

Rick Farrenkopf

I suppose we could go back and ask them specifically to change that, but if they are not, the motion would be unless things change, could the school district use channel 99 if our only 2 choices are 96 and 99. I'm more than willing to send a note to Bryan and copy this board on saying that we're not happy with the numbers and are there any other options that we might have closer to 16. I could do that.

Alderman Teeboom

Mr. Chairman there's a point that Paul made is very significant. I remember I was involved with cable design for the Pentagon, and even though television sets could receive up to 99 the amplifiers, which are 2 amplifiers – we're using 2 amplifiers now with the programming the band, small band going up and a big band coming down. But they couldn't reach 99. The bandwidth on these amplifiers aren't in reach. I don't know if the City – I haven't heard anybody say gee we receive 99. I know I watch 95 because it's 48 now which is the program information. I think the program pretty much stops at channel 70 somewhere. You may have a very valid point. Before you would agree to that Mr. Farrenkopf, I would ask for test data because you may have parts of the City that can't get 99 and 98. It's a very valid point. They may just put you in and say you never asked us that question.

Paul Johnson

Again I would suggest that that's one of the factors. The other factor is just people flipping through channels may get to a point where they don't get any more channels up there and they say that's the end of it and never even become aware that our channels are up there. It will impair viewership for our community content, which I think is probably more important than home shopping and some of the other things that Comcast currently puts on the lower channels.

Dennis Ryder

For what it was worth, Bedford had 16 for government and 22 for education and public access combined.

Rick Farrenkopf

My thought, I guess, would be if the CTAB board is okay, I'll send a note to Mr. Christiansen and I'll copy members of the board saying that the school district would be interested in that particular channel of the two. CTAB is unhappy with the choice of channels and would like them lower in the band width and closer to channel 16 and ask that that be formally reviewed and ask that Bryan come back to us and talk to us about that. Would that be okay for me to do?

Alderman Teeboom

Or in the alternative, that if they did insist that 98 and 99, that at least they give data or information that there's no band width limitation...

Rick Farrenkopf

Okay. I'll do that.

Alderman Teeboom

We cannot receive that without snow.

Rick Farrenkopf

96 and 99. I'll ask that they supply some kind of data or evidence that if that is what they are giving us, that there won't be problems.

Alderman Teeboom

Remember you have in the agreement they tell you about signal no range and quality of the signal. That quality of signal has to appear at 99 just like it appears on 2. It's not by accident they give you the high channels. They know high channels are a problem and they put the more desirable the higher revenue on the lower channels.

Rick Farrenkopf

Bryan did state that it's within Comcast's prerogative to assign a channel number. They may be inflexible. We can certainly ask for that data to make sure that they're stating that there won't be problems.

#### PUBLIC COMMENTS

Coleman Kelly

My name is Coleman Kelly and I'm from Hudson, NH. The comment I wanted to make is that – many cable system operators as to help out the communities try to keep the PEG channels contiguously. If they can't generally have them within 10 of each other. Say they have 2 channels in the teens then one will be up in the 20s or one in the teens and 2 in the 20s. The issue that Mr. Johnson was quite a donnybrook in Manchester when the operator there had the channels up in the 90s. That was part of the issue because many television sets that people have they'll start programming. If they don't have channel operating in say above 72, then their television set disregards anything. If you do go there and you don't have the choice from Comcast other than to take 96 or 99, I would use channel 16 to do a long-term advertising that the school programming is going to be seen on whatever channel you pick – 96 or 99. I would fight as much as you could with Comcast to get more contiguous channel assignment.

One comment about Mr. Ryder's visit to Bedford. Their facility is a recycled fire station. Is Lake Street becoming available?

#### ADJOURNMENT

#### **MOTION BY ALDERMAN TEEBOOM TO ADJOURN MEETING ADJOURNED**

The meeting was declared closed at \_\_\_\_\_ a.m.

Committee Clerk