

**Cable Television Advisory Board Meeting Minutes (Brief)
January 13, 2005**

The May meeting convened at 8:32 am in the Aldermanic Chamber, Nashua City Hall by Vice-Chairman Andrew Cernota.

ROLL CALL

Members of the Board Present: Andrew Cernota, Dory Clarke, Rick Farrenkopf, Roger Hatfield, Gordon Jackson, Charlie Matthews, Diane Sweeny, Alderman Fred Teeboom, Ken Tyrrell.

Members of the Board Absent: Nick Darchik, Ed Lecius.

Also in Attendance: Frank Wallent

REVIEW AND ACCEPTANCE OF MINUTES

Motion to amend the brief December meeting minutes to change the location of the meeting from the Aldermanic Chamber to Room 208 and to accept the minutes and place on file as amended. Motion carried.

Alderman Teeboom noted that CTAB is supposed to have 14 members and asked how many were currently serving.

Vice-Chair Cernota stated that CTAB currently has 11 members.

Attorney Clarke said that since we are set up for 14 members, the quorum would be 8 unless legislation is proposed to lower the quorum. We do not have a quorum at this moment.

Alderman Teeboom could not find Bylaws and asked where they were. The committee has \$200K to spend and we need mechanisms in place to do so.

Attorney Clarke noted that we are only an advisory function. The Mayor and Director Lemieux decide how to spend the money.

Alderman Teeboom suggested a group to develop by-laws and determine rules of order.

Attorney Clarke asked Alderman Teeboom what his take was on reducing the quorum. Alderman Teeboom was concerned that that could result in rule by minority.

Vice-Chair Cernota stated at this point that the committee did not have a quorum until we have another arrival.

Alderman Teeboom asked to make a motion to draft a policy for the use of the three channels.

Gordon Jackson stated that he was not sure what the role of CTAB is. By setting policy we are putting the cart before the horse. Do we have a contract with Comcast yet?

Attorney Clarke said that the contract went into effect October 1, 2005. We are just an advisory board. We can not set policy. Attorney Clarke referred to the ordinance establishing CTAB.

Gordon Jackson asked for copies of the ordinance for the committee. Attorney Clarke indicated that she would distribute them.

Alderman Teeboom indicated that he thought that the ordinance gives CTAB authority to set policies. Rick Farrenkopf asked if the new governance plan and a requisition for a Program Manager had been approved. Mr. Teeboom stated that we do not have budgetary control. Attorney Clarke said that Chairman Lecius did send a memo to the mayor asking for clarification regarding hiring a Program Manager.

Gordon Jackson noted that the franchise fee goes into the General Fund. The Board of Aldermen has to appropriate funds to CTAB. Attorney Clarke noted that that was correct, but that the \$201K payment from Comcast can only be used for broadcasting equipment and facilities. Mr. Jackson replied that this payment cannot be used to fund a Program Manager. Attorney Clarke stated that that was correct.

Alderman Teeboom suggested that we set up a CTAB account in the budget. He would make a resolution to take General Fund money for program management in 2006.

Rick Farrenkopf noted that our portion of the franchise fee has risen from 3% to 4%. Understand that the 1% increase of \$175K is specifically earmarked for a Program Manager, two half-time production coordinators, for education and ongoing costs.

Attorney Clarke clarified that these monies are for educational and government access only, not for public access.

Gordon Jackson stated that the missing component is the Program Manager so that what CTAB recommends actually gets executed. Alderman Teeboom commented that money has not been allocated in 2006 for a Program Manager.

Rick Farrenkopf commented that we are in limbo without any money in the 2006 budget. We should draft policies but we should allow the new person [Program Manager] to develop them.

Gordon Jackson said that former Chair Hersh had already done a governance proposal. Let's begin with that and move forward.

Alderman Teeboom made a motion to form a policy committee to continue forward on information already available. The committee should consist of Attorney Clarke, Alderman Teeboom, and a third person appointed by the Chair. Roger Hatch added that policies drafted by the committee come before the CTAB for approval. Attorney Clarke stated that in her role as legal counsel to CTAB, we need another third person. Rick Farrenkopf stated that the policy committee should address how the new channels will function. Alderman Teeboom said that the committee will report back to the CTAB at the next meeting.

Rick Farrenkopf made a motion to amend Alderman Teeboom's motion, calling for a 4-person policy committee. Motion carried with one nay vote.

With a quorum now in place, Vice-Chair re-introduced a motion to accept and file the December 2005 CTAB minutes.

Motion to amend the brief December meeting minutes to change the location of the meeting from the Aldermanic Chamber to Room 208 and to accept the minutes and place on file as amended. Motion carried with one abstention.

CORRESPONDENCE

Vice-Chair Cernota introduced memo from Chair Lecius regarding the PEG Position and Vacant Board Positions.

Motion to accept correspondence. Motion carried.

ACTION ITEMS

GOVFOMERCIALS QUESTIONNAIRE

Charlie Matthews noted that this is still on hold for budgetary reasons.

Alderman Teeboom asked what Govfomercials are. Mr. Matthews explained that they are meant to be short, informational videos produced for city departments to inform citizens about available services. These Govfomercials – or citizen information videos – would be broadcast before or after public meetings or hearings.

Diane Sweeny indicated that she would ask Frank Wallent if he would be interested in working on Govfomercials.

Gordon Jackson noted that this work would have to go out to bid.

EMERGENCY SCROLLING TEXT MACHINE

Roger Hatfield indicated that he received email two weeks ago from Nick Darchik that the scroll is up and running.

VIDEO SERVER UPDATE

Gordon Jackson told the committee that there will be a report forthcoming regarding the video server. The system won't operate without staff in place. It is not a kitchen appliance.

MINUTES AND AGENDAS POSTED ON THE INTERNET

Alderman Teeboom would like to have more complete minutes. Mr. Matthews said that he was asked by Chair Hersh to do the minutes when he first joined CTAB. Previously the minutes were kept by a stenographer at a significant cost to the committee. He keeps brief minutes with the understanding the complete minutes are available on tape. Attorney Clarke stated that the Right to Know Law requires minutes – what was said, who said it, motions recorded. Tapes are not required.

Diane Sweeny stated that tapes are kept 6 months and then re-used. The committee discussed keeping the tapes longer, but no motion was made.

TRAFFIC CAMERA WIRING

Roger Hatfield said that there is a plan to link cameras from the Fire and Police Departments dispatch. The Daniel Webster Highway feed is back, hopefully Amherst Street will follow. We were denied a grant for additional wiring.

SCROLLING TEXT MACHINE TRAINING

Ken Tyrrell said that Diane Sweeny is trained on the new scrolling text machine but Mark Sousa is not. Diane Sweeny said that she will be training Mark to operate the machine.

FRANCHISE AGREEMENT

Attorney Clarke asked if it would be useful to put the current franchise agreement on the web. Diane Sweeney noted that it was already done.

EMERGENCY PREPAREDNESS POLICY

Roger Hatfield made a motion to transfer the development of an Emergency Preparedness policy to the new subcommittee. Motion carried.

VIDEO SERVER TRAINING

Diane Sweeney stated that Maureen Lemieux would like to meet with Gordon Jackson and the videographers before scheduling training for the videographers to use the new video server.

NEW BUSINESS

Alderman Teeboom could find no presence of by-laws for CTAB. He would like to use either Roger's or Mason's rules of order. Mr. Matthews noted that they may be in the library and he would look for them in the library's CTAB files. Mr. Hatfield said that if we find them, we should tweak them. If not, create them. Vice-Chair Cernota asked Mr. Matthews to research the existence of CTAB by-laws.

Roger Hatfield noted to the committee that Nashua's 2 EOCs (Emergency Operations Centers): 38 Lake Street and the Police Department. We will be moving back to the Police Department as primary and 38 Lake as secondary. Regardless, we will have 2 locations from where we can do emergency broadcasting.

OTHER ITEMS

Frank Wallent presented the Vice-Chair with the resume of an individual who is interested in the Program Manager's position.

Motion to adjourn. Motion carried.

The meeting was adjourned around 9:40. The next meeting will be on Friday, February 10, 2006 at 8:30 a.m. in the Aldermanic Chamber, Nashua City Hall.

Respectfully submitted,

Charlie Matthews,
Secretary