

CABLE TELEVISION ADVISORY BOARD

JULY 13, 2007

A meeting of the Cable Television Advisory Board was held Friday, July 13, 2007 at 8:35 a.m. in the Aldermanic Chamber.

Members of Committee present: Andrew Cernota  
Ben Dalianis  
Brian Morrissey, Fire Chief  
Ed Lecius  
Dennis Ryder, Citizen Representative  
Alderman Fred Teeboom  
John Barker  
Charlie Matthews  
Jeanne Marie Kennamer  
Mariam Swanson  
Kathryn Vitale (arrived late)  
Rick Farrenkopf  
Paul Johnson, Citizen Representative  
Dorothy Clarke, Esquire (arrived late)

Members of the Committee absent:

Also present: Jeff Poehnert

READING OF MINUTES OF PREVIOUS MEETING

**MOTION BY TO ACCEPT AND PLACE ON FILE THE MINUTES OF THE  
MEETING FOR MAY 11, 2007**

Ben Dalianis

I didn't have a chance to review them, so I'll have to abstain.

**MOTION CARRIED**

WRITTEN COMMUNICATIONS

- Letter to Chairman from Education Committee

**MOTION BY ED LECIUS TO ACCEPT AND PLACE ON FILE AND DISCUSS IT LATER  
MOTION CARRIED**

- Communication from Alderman Fred Teeboom

**MOTION BY ED LECIUS TO ACCEPT AND PLACE ON FILE  
MOTION CARRIED**

Financial Statements

Jeff Poehnert

The current balance of the operating Account 305-6013 is \$281,482.58. The current balance of the capital equipment fund, Account 305-6012, is \$116,601.78. Expenses for June of 2007, including salaries, totaled \$5,980.56.

John Barker

I just want to point something out to the group here. You'll notice that there's a significant reduction in expenses in this month even though we've increased the number of events we've covered. That's due to the efforts of the PEG Program Manager in automating the playbacks. A very significant savings. I know it will come up in his report, but I wanted to point out to folks that that number is going to continue to diminish, at least in terms of the amount of capital we have to expend for playbacks.

Alderman Teeboom

On that point. That's a \$1,500 reduction I take it for May and June – the number we're talking about?

John Barker

Excuse me Sir?

Alderman Teeboom

That's \$1,500. That's the difference between May and June – a reduction from 7,500 to...

John Barker

Approximately.

Alderman Teeboom

That's a 20 percent reduction. That's a very significant reduction.

John Barker

A good reduction.

Alderman Teeboom

Thank you.

Andrew Cernota

Just for the record, Ms. Vitale has joined the meeting.

**MOTION BY JOHN BARKER TO ACCEPT THE FINANCIAL STATEMENT  
MOTION CARRIED**

PEG Manager's Report

Jeff Poehnert

For the PEG staff purchasing activity totaled \$174.99 in June. Then the following purchase activity happened in June. We purchased a VGA card for SVHS out capability for our video connection to this interim server that we've built in my office – a computer case for that as well, as well as a timer. Actually what it does is it activates the Comcast modulator at the proper time when the program goes on. The computer will play the program any time, but the modulator has to be on at that time to override the Channel 16 signal. So that timer had to be purchased. Then miscellaneous cables for replay on the server. These do not show up in the expenses only because they were expenses that I incurred and then was reimbursed at the end of the month. So they'll show up this coming month.

Then we report the following plan purchase activity. Now that would be the components to build 2 interim broadcast servers. One for Channel 99 and one for Channel 16. These servers will be allocated to production editing when permanent digital servers are acquired. Again, they will be used in the whole of the system once it's designed. So they're only standalone right now.

John Barker

Since the agenda calls for both us to report, I'm sort of just going to chime in as we go along. What I want to point out is that what we did up to this point, the purchases you saw before, that was proof of concept. We took a home brewed machine; we proved that we could do automative playbacks from it using this other equipment. This is now the purchase that we're asking for approval for – we have to have a vote to get approval on this, to build 2 interim servers exactly like those that will do the broadcast on 99 and will do the broadcast on 16. Then when we have a fully automated infrastructure in place, these will be reallocated to production suites using for editing and that kind of thing so we don't lose any money. So what we're asking this group to do is to authorize us to purchase those 2 servers for this playback activity so we can continue to make this savings on having to pay videographers to come in and do playbacks.

Alderman Teeboom

Is it 2 servers combined that will be \$2,158?

John Barker

That's correct.

Alderman Teeboom

Okay. When do we take that vote? I recommend that we finish the report and then summarize all the things we need to vote on, and we can take one at a time.

John Barker

Okay.

Jeff Poehnert

We will also be purchasing DV cam tape stock. The key here is that the need for VHS has been discontinued by doing everything digitally at this point. So we won't have to be buying any more VHS tapes. With that said, we're probably going to need some small stock only because if people ask for copies of meetings, they may want it on VHS. Other than that, we won't be using that. It's an analog format.

Overland standalone software we will be purchasing. That is the software I'm using right now on a trial basis that schedules out the replays on the weekends. It's in the computer and it simply plays whenever I tell it to start playing and turns off when I tell it to turn off.

Paul Johnson

Is that per license fee or is that for all servers?

Jeff Poehnert

That's per license fee.

Andrew Cernota

Just quickly for the record, Mr. Johnson and Mr. Farrenkopf have joined the meeting.

John Barker

We actually have already, we purchased Overland yesterday. So Overland has already been purchased. What it does besides just playing it out, it allows us to create a complete play list so you can put multiple events in there and it will play one after another and whatever order you want to. It can do some graphics, which we haven't really explored much yet. It will do most everything we want to do. It's really intended for a single standalone server, which is why they call it overly standalone.

Jeff Poehnert

What it enables me to do also as John said, the graphics. I can put an introduction to each replay, start the replay, and then at the end of it this is going to be the Nashua CTV presentation. Something that looks professional and looks good. So it's a quantum leap from where we are right now, I think, as far as that goes.

We're also going to be renewing our When to Work videographer scheduling. That's software that every month I just – the software I see plugs in the availability of all of our videographers according to the meeting schedule in the City. Then they can come back and say whether they can or cannot work. In other words, they'll put it in and say yes that that's schedule is okay for me. So it's all automated. We have also actually purchased that.

The other software we will be buying, and actually again have bought, is the Log Me In software. Again, that allows me to actually to go into Channel 99, which is over at South High School – I can go into Channel 99 and I can put new slides in. If something happens to it, I can bring it back up. So it's a remote software that allows me to control it wherever I am. We have purchased that.

Staffing. The staff hour saved is what I figured over the next year as a result of broadcasting and replays; we'll save an average of \$6,000 per year assuming the same schedule we've got right now. The nice part is we can add as many replays during a weekend as we want for no additional cost in man hours. So that's what the servers give us.

Our broadcast for 31 broadcast total in June 2007 – 22 meetings were covered – 14 live and 8 taped. Nine taped only playbacks on Fridays at 7 p.m. and Sundays at 12 p.m. Again, I've been very conservative in this beginning when I've put this server, this interim server together in the schedule. I've kept the same schedule that we were doing with the videographers before. Now as I go along and it's proven itself, we can expand on it. That's what I plan on doing.

Technical problems. We had a Board of Education meeting on June 21<sup>st</sup>, which was had distorted audio on it. This was the first meeting that we recorded digitally into the DV cam. It was an operator error at that point. The body was what they call "too hot". That's been rectified. We'll just have a lower volume set on the actual camera. That was the first time we were bringing audio straight into the camera. It just didn't work out exactly the way we wanted to. The next meeting we should be okay with that.

Aldermanic audio continues to have intermittent static problems. Mr. Paul Johnson of CTAB has proposed that we troubleshoot the problem ourselves and IT Director and myself concur with this strategy. So we're trying to come up with a time that all 3 of us have schedules that we can come in here together and troubleshoot.

Unidentified Male Speaker

A bunch of do it yourselves. Yes.

John Barker

We're going to try to save some money by doing it ourselves first.

Alderman Teeboom

You predict the \$6,000 savings per year. That's \$500 bucks a month. You render the servers from your own office. Exactly where are the savings come from? Not having to drive? Is it gas?

Jeff Poehnert

No. I was basing that on a 4 to 5 hour Friday night and Sunday afternoon playback that we were doing beforehand and we had to pay hourly those videographers to sit there and push play and push stop. So that's where that came from. I just brought the math out.

Alderman Teeboom

You mean you paid them just to sit in the fire station and push the start button?

Jeff Poehnert

Yes.

Alderman Teeboom

Oh, awful. All right. Thank you.

Dennis Ryder

Here, here.

Jeff Poehnert

We have a staff that been trained – contracts for videography and playback. Well for videographer at this point now. We continue to develop a standby list for the near future. Because of our anticipated expanding of live broadcasts on Channel 99, I'm putting the slide back up on Channel 16. We're going to try to get a new round of videographers to come in and we can hire and put on the list. I can see we're going to have a very elevated need for live broadcasts on Channel 99. Of course, obviously as we build the system, we're going to have a lot of programming that will start to add on and need their talents.

The PEG Manager – I continue to streamline the videographer directions. Camera setup procedures have been written. I have written up the new procedures for each – the chamber here, the auditorium, and over in North High School for the Board of Education meetings. Now that we've upgraded to the digital DV cam only recordings and we started doing that on June 18<sup>th</sup>. That's when it was the last time we recorded anything to analog in the analog format.

Inventory is continuing ad hoc as time permits. In our proposals, again, it goes back – we proposed to build a comprehensive PowerPoint bulletin board on Channel 99 so the education channel becomes a full service kind of back to school information source by September. In our Channel 99 advisory meeting on Tuesday, we really did. We looked at the new school year as a real goal to make Channel 99 indispensable to parents and students alike for information. Again, that's got to get everybody watching it at that point and really, really physically watch it at that point.

Alderman Teeboom

You mentioned a couple of times more slides. The only because I got some e-mails was not enough slides – not to show on Channel 99, but the same slide. Who's going to make those slides?

Jeff Poehnert

At this point, I will make those slides as we go along. One of the reasons for the slides, I mean the reason I'm making that the bulleting board is – it is what we have control over right now. It's the easiest thing to do as we go along and build the system. Right now as the information comes in to me say for the open of school week, school bus schedules, safety in walking to school. Whatever is needed. I can create those PowerPoint slides and then send them over to that server and they'll be up and running for the information. It's not with the end product obviously.

Alderman Teeboom

When you make up the slides, do you send them to the Education Committee for clearance?  
How does that work?

Jeff Poehnert

These ones won't be because the information coming to me will already be approved. It will be the information that's approved by the education system for disseminating information. So I will simply mirror it on the slides.

Alderman Teeboom

So they give you have drawings to start the thing and then you make up the slides?

Jeff Poehnert

Well or just informational.

Alderman Teeboom

So it comes from them to you and then you at this point...

Jeff Poehnert

Then I just transfer...

Alderman Teeboom

You're not initiating this?

Jeff Poehnert

No.

John Barker

It's much like, I'm sure, we do now with Channel 16. You can submit text. You can submit PowerPoint. You can submit some pictures and some text. We'll build the slide if necessary or if you have a completed slide and it's been approved, sure we'll put that on.

Jeff Poehnert

And my procedure will stay the same as it is on 16. When I've created a slide, I send it back to the originator and say this is what I'm going to put on. Then they can say it's all right.

Alderman Teeboom

On that point, have we gotten additional traffic – now that we allow non-profits to be advertised. Have you seen additional traffic on 16?

John Barker

Some.

Alderman Teeboom

People know they can now...

John Barker

We had a number of requests. I've seen maybe 3 or 4 where things now fit into the new definition of what's appropriate have come in. It hasn't been a land sale business.

Alderman Teeboom

For instance, the Chamber of Commerce is non-profit right? The Chamber of Commerce non-profit? So they can advertise. They have their functions. They have their weekly or month functions. Then we have a number of things we say you could put on 16 in the passage of

screening.

John Barker

It would have to fit the new expanded definition of being put forward by a city staff member because it's occurring in a city facility, so its city sponsored but it's a non-profit.

Alderman Teeboom

And it's a city facility. So if Chris Williams happens to be sitting in the audience once it has a chair in a city facility, wherever that may be – in many buildings, whatever, Stellos Stadium, he can advertise on Channel 16. I don't know if he knows that or not. I remember hearing advertising this function to those that can advertise. But it's available. So my question was you said that there has been lots of additional traffic.

John Barker

No.

Alderman Teeboom

I was wondering if people know about this?

John Barker

Well we haven't put an interesting thought as to whether we should put a - I think we probably need to do an internal e-mail to let folks know. I was just thinking for a moment about a slide. But that's the last thing we want. We'll be inundated with requests that have no merit. Up to this point, 3 or 4 is all we've seen from individuals.

Alderman Teeboom

Okay.

Jeff Poehnert

And again, live Board of Education subcommittee meetings will be starting on July 23<sup>rd</sup>. So we will have an increase in the meetings shown live on Channel 99 starting the 23<sup>rd</sup>. Then we will continue that in the coming months according to their schedule. So that should greatly enhance Channel 99's educational abilities and informational.

In our accomplishments, Jim Pfeiffer broadcast another successful overnight program highlighting a student's work on June 21<sup>st</sup>. We have created kind of a basic worksheet for programming to produce from the beginning of the new school year in September. Basically is the consensus is we don't actually have the system in place now, and the designs not even in at this point and we'll be discussing that later in the meeting. But we have to be out there for the beginning of the school year videotaping things. So we have to be organized in what we're

planning, and what is out there, and what needs to be videotaped because at least the raw footage will be on the shelf. When the time comes, then we can take that and utilize it and produce a proper program from it. But we have to have footage obviously.

Again, on June 17<sup>th</sup> all replays begin broadcasting from the temporary server that we constructed in my office. As I said before, it eliminates the need to pay videographers for playback.

We've continued taping Inside Nashua at the Nashua Public Library with the children's summer reading kickoff on June 9<sup>th</sup> and the teen summer kickoff concert on June 19<sup>th</sup>. We want to do a number of other programs from the Nashua Public Library. Charlie and I have discussed a little bit as far as just we're going to be talking about adding more or scheduling more as time goes on because they were really great. Inside City Hall is an informative talk show. The segment with IT Director John Barker aired several times in June. A lot of it was at the point where I was testing out the new server. So I just kept playing that. It wasn't really on the schedule because nobody knew I was doing it. It was there, and it was playing.

John Barker

I paid him extra.

Jeff Poehnert

The next segment we actually did shoot yesterday, July 12<sup>th</sup>. It was the Americore Vista people with the Tree Street initiative.

Ben Dalianis

Yes with Scott Slattery and his interns.

Jeff Poehnert

It was a great program. So I'll be editing that – this next weekend it should be on the week after on Channel 16. I'll put it on the schedule.

The projects. The interim servers, again, we purchased and configured the 2 broadcast servers that will accommodate both bulletin boards and content. Again, those servers will eventually make their way into the CTV built system. So we'll always have a place.

The needs survey. While it's not completed, the needs assessment survey has generated enough good data to be a value as a tool for the system design consultant. I want to continue this as we go, but right now there is enough good information that the consultants will be able to use it to their benefit to better build the system. The vendor selection process is complete, and the final recommendations have been submitted via memorandum on July 11<sup>th</sup>. I think all of you have that memorandum.

The PEG studio facilities research. On June 22<sup>nd</sup> we met with the 14 Court Street property

committee and we discussed building the CTV facility on the bottom floor. They had some specific areas of concern that they brought forward by themselves in regards to this request. Their 2 concerns was the connection between an arts venue and television facilities is a gray area at best. The second was the noise level generated from the activities on the floor above could make it prohibitive for television production.

Alderman Teeboom

We need to make something clear – kind of jumped into this one. We're looking for a broadcasting studio and broadcast distribution center. So when the P channel comes up and running we have a home for people to televise from. Even for the education channel if that is whatever isn't done in the schools can be done in studios. So we're looking for a place. That place is not easy to find because we have particular requirements for ceiling height, for the light structure, and all of the stuff to make studio so people look good on t.v. We have all the facilities there, also an office area, also a place to put all the equipment. There's been a difficult search because we're trying to find existing city facility. So that's why we looked at the Court Street. I'll let you pick it up – just to introduce the fact that this search is ongoing. Maybe we have more discussion about it later on, I think, on the agenda.

Jeff Poehnert

Yes, there is specific criteria.

John Barker

We'll talk about it more later. I'll save my comments until then. Continue the report please.

Jeff Poehnert

Then just further on – on June 27<sup>th</sup> CDA – they are the company that we'll be discussing in this meeting. They made a site visit to 14 Court Street. They brought their very sensitive audio measuring equipment with them. At that time, John generated a lot of noise upstairs. We were just trying to reenact what might go on as far as the noise level coming from upstairs.

John Barker

I was swinging a hammer.

Jeff Poehnert

And very well. Basically, they ascertained that the largest problem in this area at this point is the noise level generated by the air conditioning in the room. What was going on upstairs while it needs to be isolated, it wasn't the main problem. The main problem is the sound of that air conditioning. They concluded that a relatively cheap sheetrock insulation and basically hockey pucks to isolate the hangers would do the trick. The reason they say that is that the Fidelity facility down at the World Trade Center, that's exactly the solution they brought to them with the

sound of the trains going overhead. They simply dropped the ceiling – insulated it, dropped it with sheetrock, and then put hockey pucks on the hangers to isolate any vibration and it worked and it was cheap. So that sounds like a good solution. The air conditioning could always be addressed through low cost baffles, and those are used in many studio facilities because obviously a studio does have some requirements for air conditioning – not as great as they used to be with the older lights that used a lot more power. Generated a lot more heat. But there is a pretty great air conditioning need for the studio, and of course the problem becomes sound. So baffles are used, and that would not be a big problem to solve. So the bottom line with them was in their expert opinion, addressing concerns will not be a challenge in 14 Court Street. A facility already set up for the arts would be a good match for a community television studio.

Now as that goes on since it hasn't been solved, we looked at Arlington Street fire house and found that facility...

John Barker

Let me just jump in here to sort of build on for a moment. We're doing all the due diligence necessary. Alderman Teeboom talked about the need to find the right kind of facility, and we are looking at city facilities first for obvious reasons as well as cost savings. But we're looking at everything. So what you're seeing here in this report is the fact that we're trying to identify any possible locations, understand that the costs around that, and then come back here to CTAB and be able to say here were the options we had presented. Here's what we think is the best solution. Can we move forward? So I want you to understand we're not attempting to do any of this outside of CTAB. We are researching these options, understanding the costs and challenges. Right now we're just giving you an interim progress report, and when we have a final conclusion, we will present that to you.

Jeff Poehnert

In going to the Arlington fire house, theoretically a fire house would be a perfect facility with the high ceilings. It kind of fits the criteria. But that location is too dilapidated. The cost would be prohibitive to just bring it up to code, and then it would be ready for us to try to build a facility. So we're also actively researching commercial non-municipal properties as possible studio locations. As John just said, we'll report back as we go along and we'll get more information and do some more research on it. That's my report.

**MOTION BY ALDERMAN TEEBOOM TO ACCEPT AND PLACE ON FILE THE FINANCIAL REPORT  
MOTION CARRIED**

Alderman Teeboom

Mr. Chairman, should we now vote on the recommendations or do they wish to wait until later?

Andrew Cernota

Yes. This would probably be a good time.

**MOTION BY JOHN BARKER FOR AN AMOUNT NOT TO EXCEED \$2,500 AS AUTHORIZED BY CTAB FOR THE PURCHASE OF TWO INTERIM VIDEO REPLAY SERVERS**

ON THE QUESTION

John Barker

The figure we gave you before was \$2,158, but I'd hate to have to come back with my hand out because the price of a board went up. So not to exceed \$2,500 gives us enough wiggle room. I'm sure we'll be under that, but then we know we can buy what we need to buy.

**MOTION CARRIED**

Alderman Teeboom

Are there any other financial requests?

John Barker

Well we certainly have the recommendation for putting forward our request to the Finance Committee to award the RFP. Is this the right place for that?

Alderman Teeboom

No, no I'm talking about this report.

John Barker

In terms of the report?

Alderman Teeboom

Yes.

John Barker

That's the only thing, I believe, that rises to the need for approval by CTAB.  
Committee Reports

- Education Committee

Stacy Hines

Good morning. My name is Stacy Hines. I'm the Director of Grants in Community Development for the Nashua School District, and I'm also Superintendent Chris Hottel's designee to chair the Education Committee. I appreciate you having me here today. I know Ed Lecius usually steps up and gives the Education Committee report as our committee liaison. I'm here to follow up with a letter I wrote on behalf of the Education Committee requesting that the Committee initiate and hire an education access manager. The Committee really feels that this is a critical time to hire an access manager who can work with us and work with our teachers who want to step up and design programming for the channel and help us get started. We really feel that there's a rhythm in the school year. We've been in test mode working with Jeff Poehnert for Channel 99. We really feel that this is the time to get someone on board to start with us in conjunction in harmony with the new school year. The idea really being that success breeds success. I think once we actually have reliable and regular programming on 99, it's going to generate even more programming and more interest for Channel 99. I'm hoping that you will consider our request, and think about initiating the hiring of an access manager.

Alderman Teeboom

Before I make my comments, I do have a couple of questions. One is what do you think is going to be the expense for the access manager?

Stacy Hines

Well the expense, I assume, will be something I would need to turn to Jeff Poehnert and John Barker, who have a better idea of the market for someone in that position.

John Barker

I don't think we've researched, but probably we're talking low to mid 40s. That's not burdened obviously. If burdened, it would be 1.25 of that.

Alderman Teeboom

The next question is what would the – at this point the access manager be doing?

Stacy Hines

The access manager from our understanding is really going to be doing a lot with the day by day. I think will be a real valuable resource for the teachers who are going to be working with us to develop early programming. Someone who can really work with us to develop the bulletin board because as Jeff mentioned, and we discussed in our committee meeting, we're really anticipating this being an additional resource for the City of Nashua to understand what's happening at the schools, announcements, open houses, and all those important things that not only happen at the beginning of the school year, but also ongoing sporting events, and hopefully really people will come to see Channel 99 as a go to, and also to really help us develop a programming guide.

Right now we have about 20 hours of programming already. As Jeff mentioned, there are 4 standing committees to the Board of Education that we would really like to have live broadcasting, very important committee meetings in addition to the regular Board of Ed. meetings of the full board. So we really anticipate a heightened use of Channel 99 in conjunction with the start of the school year, which is August 28<sup>th</sup>.

Alderman Teeboom

Mr. Poehnert mentioned earlier that he gets the slide information and he then converts that to slide format. Has that been a problem so far?

Stacy Hines

No, it has not been a problem.

Alderman Teeboom

You mentioned preparation of a programming guide, I think you mentioned?

Stacy Hines

We do have an initial programming guide that includes about 20 hours of programming that's already been developed.

Alderman Teeboom

Has the Committee generated at this point in time, it's something I should have asked last time, we have the opportunity to have you here, has the Committee generated yet all policy and procedures manual?

Stacy Hines

We have a selection of programming statement that we developed in April. We have a programming protocol and procedures subcommittee, which is dovetailing off the Appendix B of the CTAB Policy and Procedures Manual. It's quite in depth. I know Rick you had a lot to do with the development of that. That really we feel is our starting off point for programming. We really feel that protocols and procedures we've got the initial nuts and bolts in place. It's probably something no doubt we're going to be developing and honing as the scope and scale of the programming develops as the channel starts up.

Alderman Teeboom

Do you expect the access manager to write this document?

Stacy Hines

I have no doubt that the access manager will be a critical resource in the development of that.

Alderman Teeboom

Do you expect the access manager to arrange for the videographers?

Stacy Hines

I believe that was spelled out in the CTAB Policy and Procedures Manual. I believe the access manager for the education channel does play a role in recruiting the videographers, and assigning the videographers.

Alderman Teeboom

Is that at this point in time a problem getting videographers to broadcast the Board of Education meetings?

Stacy Hines

Well I know there's been – Jeff and I have talked about covering not only the Board of Education meetings, but the four subcommittee meetings which the Board of Education is expecting to be broadcast live. I know that's what prompted Jeff to put the additional appeal on Channel 16 to sort of increase the pool of videographers available.

Jeff Poehnert

What I do have to look at in this next week actually is what the context could be also in the other schedules that Channel 16 – I mean depending on resources. But yes, it looks like certainly we can put in those meetings as ...

Alderman Teeboom

Is there a problem having, at this point Mr. Poehnert, doing that kind of arrangement through the scheduling system?

Stacy Hines

Excuse me, who?

Alderman Teeboom

Well at this point Mr. Poehnert arranges for videographers. He's got a scheduling system in place which is automated and all that. If you're going to add the committee meetings, when you meet once a month, correct?

Stacy Hines

The Board of Education meets twice a month.

Alderman Teeboom

No the E Committee.

Stacy Hines

Yes we do.

Alderman Teeboom

So is there a problem at this point Mr. Poehnert doing that?

Stacy Hines

He's joined us for each of our meetings. But we also feel the addition of a dedicated individual to really jump start the channel so that we have that reliability. Jeff has been wonderful, but he is a very busy man. I anticipate it's going to become even more so. Just the idea of having a dedicated resource for us to these next critical two months – month and a half, I think we'll go a long way in success of Channel 99.

Alderman Teeboom

We'll have a discussion when the motion is actually made. I have some remarks on this, but I'll hold until the motion.

Andrew Cernota

I actually had a question for Mr. Poehnert with regard to this. You probably have a sense of your own schedule, and I'm sure Mr. Barker has some input on this as well. But are you feeling overburdened by working with the Education Committee as well as the government?

Jeff Poehnert

Not at this point. This might fall under the be careful what you wish for. Be careful what you ask for. I look at it as like lets put the metal to the floor. On Channel 99, there is going to come a point where I'll hit critical mass and I welcome it. I think its – but as we sit today, no. There's room. That's why this whole plan that we've got that I'm looking at the new school year may change the whole matrix. It may change the landscape.

Paul Johnson

I have a couple of questions relating to the scheduling of videographers and the videographer

core. It's my understanding that we have one videographer scheduling system which is web based and one pool of videographers and their schedules by signing up for slots on that. How would you envision that changing and do you envision having an additional resource of videographers strictly for the education channel?

Stacy Hines

It's not clear to me there's going to be a dedicated pool of videographers just for the education channel. I got the impression that this would just build on the capacity of what you have in place already.

Jeff Poehnert

All be pulled in the same pool.

Stacy Hines

Yes the same pool.

Paul Johnson

Meaning a scheduling is the scheduling. There's no actual difference in how that will be conducted?

Jeff Poehnert

At this point no. As the Board of Education meetings – they just go on to the when to work software schedule as each meeting comes. So that's the way it is right now.

Rick Farrenkopf

Just a couple of small examples. I'm not sure if we were confusing the subcommittees because we weren't talking about videotaping the educational subcommittee, we were talking about videotaping the standard subcommittees of the board that meet sometimes weekly. So those are the additional meetings that – the school Board of Education subcommittees not the educational channel committee.

But just a couple of examples that we talked about is having the educational manager have the time, which Jeff certainly does not, I don't think, go out and visit the schools to - we talked about putting on to the slide presentation pictures of the schools, perhaps pictures of staff, or whatever.

In doing that, start to meet with some of the administrative staff so that they can become familiar with this person. That's going to take time. Obviously I think we want this educational person to have access within our schools to help work with teachers, to help work with students to create content. With 18 schools, that's going to take some time. Additionally, that person if there was a shortage of videographers, part of his responsibility we would expect to do the videotaping of those standard subcommittees. So that's just two small examples of opportunities that we would

see for that person to start up with that I'm not sure Jeff has the time to right now.

Ed Lecius

Mr. Chairman the other thing is as Ms. Hines pointed out, the school cycle runs a little differently than the governmental cycle within the City in terms of the calendar year. In our discussions and in our meetings this past week, we looked at getting that information up there on the slides in terms of the bus routes, the information about sign ups not only for the regular schools but the area schools, the kindergarten programs, and then there's a follow up to put as an information board the picture of the school, the hours of their operations, and those kinds of things. But also to start engaging the teachers into thinking about programming and getting that program into the pipeline to add to the 20 hours that exists already so that, as she said, we can get this jump started and off and running and make it a very viable and a go to channel for the educational information here in our city.

Mariam Swanson

The previous two speakers have basically addressed some of the issues I was going to raise. But I wanted to add that it strikes me if we're going to have a really viable education channel somebody had to be reaching out to the people in the schools. As Ed just said, the teachers need to be better informed and prepped to do some of the programming that we would envision on this channel. I'd like to just say that it seems that expediting the hiring of such a person would make good sense. Thank you.

Charlie Matthews

I just wanted to add that even though Mr. Poehnert can handle both channels right now, I think it's going to take a while to get a position described, and announced, and posted and then the hiring process. That will all take a lot of time. I think it would be a good idea to start that off right now so that by the time Mr. Poehnert's at the point where he can't devote much time to Channel 99, we'll have somebody in place that can.

Alderman Teeboom

IS there a motion on the floor at this point?

Andrew Cernota

Not really. I think that we're still in questions.

Alderman Teeboom

I was trying to keep the differentiation between the discussion and the questions. But if you want to place a motion on the floor, we can then debate the issue.

Andrew Cernota

Possibly before we get to the motion on this while we have Ms. Hines here, perhaps if there are questions related to other issues as far as the Education Committee, this might be the time to ask them.

Paul Johnson

Yes I'm just curious as to how the education is shaping up in terms of the committee with including the colleges and the other schools outside of the Nashua public school system (inaudible)?

Stacy Hines

Right. We have 13 numbers in our education committee and 7 are from the Nashua School District and the other 6 represent other entities – education rate entities. We actually just this past week discussed with Ed Lecius to build on his initial outreach to the other schools. Again, Ed's mentioned this and has several other members that I think people want to see what it's all about before jumping on board. So I think success rates success. I think once we have reliable and regular programming, I think we're going to see greater interest in the other schools. At this point, we certainly have approached all the other colleges in the City of Nashua. We've approached all the parochial schools in Nashua. I think there's definitely interest. I think they're a little bit hesitant because there's nothing for them to really put their hands around sort to speak to know how they could fit in. So right now we have great enthusiasm for the folks we do have on the committee. Again gearing up hopefully to be in full operation for this coming school year.

I did have a question actually just what Charlie was asking. How long does it take usually to hire in the City of Nashua someone at this level? Maybe I can defer to you and ask you John in this type of position just what you might anticipate?

John Barker

It could take a considerable period of time. Certainly it would take, I would think, at least 2 months at least. At least 2 months to get somebody in place to do all the paperwork, to do all the advertising, all the interviews, and then the hiring process. I don't think reasonably we could hit that beginning of school year target even if weren't held out for leather.

Stacy Hines

So really to keep with the timing that Jeff has talked about maybe is the time to start this process?

Andrew Cernota

Any other questions regarding the education channel?

Kathryn Vitale

Regarding the motion, would we be looking to have the motion include a dollar amount for the hiring?

Andrew Cernota

I don't know if we have enough information at this time. My understanding is the procedures in the City based on the job description what qualifications would be required and the salary would be calculated based on that. Perhaps Mr. Barker would have more input.

John Barker

The first part in the process would be the development of position description form which would lay out all the responsibilities, scope of the job, and from that it would be laid into the matrix that says what the step and grade of the position is, whether it's a bargaining unit position, or not a bargaining unit position. Then the range of salary based on that. So until the PDF is both written and then evaluated by HR, we couldn't tell you exactly what the range is. Now you have my off the cuff estimate that if I were to go out and place an ad in the paper and recruit someone, I think we'd be looking at 45 or thereabout to get someone in the door. But that's different than what might develop as we go through the HR process here. So it's hard to put an exact – certainly it's impossible I think to put an exact number on it.

**MOTION BY ED LECIUS TO GRANT THE REQUEST TO THE EDUCATION CHANNEL COMMITTEE TO BEGIN THE PROCESS TO MOVE FORWARD FOR THE HIRING OF AN EDUCATION CHANNEL ACCESS MANAGER**

ON THE QUESTION

Alderman Teeboom

Let me kick off the debate. I wrote an e-mail that's part of the packet, and I'll defer to that in my remarks. I raise 3 bullet points. The first one is that we are about to book these today and approve a contract for procedure design a system. That's just some reaches more toward the school department than any place else because there's more school buildings connected in that system than any other place. I'm talking about Stellos Stadium, the South high school, administration building, public library – not part of the school but the school district is heavily connected into the system. That, first of all, all that has to be managed by the E Program Manager. I refer to the Policy and Procedure Manual that CTAB approve that the Board of Aldermen approve that we go by, which defines on page 7 the function for the Access Manager. It's certainly very broad. I mean it's very brief and certainly falls relevant and what Ms. Hines said this person would do. But one of the things the person primarily has to do is operate the education channel in all the buildings not only in the school district but outside the school district bringing whatever programming comes in from non-public schools. That's a very important component.

It does mention here that it goes according to direction of the E Channel Committee. There's a two headed position. The administrative position is under Jeff Poehnert. The job is assigned to the IT Department in the City and both of these positions report to Director Barker. The PDF will be prepared by Director Barker and I assume Jeff Poehnert. Interviews will be done in conjunction with whoever has set up as a committee if that's how we do it. Whatever Director Barker wants to do as an interview with the advice and assistance from the school department. That's specifically written into the system.

The question is what does this person have to do? It was envisioned that this person would be fully active once there was a rich connectivity of all the facilities in the school district and starting to develop an infrastructure connections of the family of schools in the City of Nashua. I think my first point is it's a bit premature. I think we need to see how the system design takes place that this Board will accept finally. We'll accept a design and then implement that design. So I think it's a little bit early. We're not talking about 2 months. We're talking about designs that's going to take several months. They will have to be implemented.

Now if this person came free fine. There's a substantial cost involved here around \$45,000. As for overhead, I'm not sure we'd be charged overhead so far. One of these days the City may wake up and charge overhead. You can see our funds. We don't have a lot of funds. It's a substantial amount of operation funding, and I think there was a motion by Mr. Johnson to take \$50,000, I believe, from our operational money and put it into capital reserve money so we can pay for our system. We already are charging operational funds not only to the videographers as you've seen in the financial report; we're also paying for a full time for Mr. Poehnert. We now would have not a person full time. I'd rather wait until we're ready to put the P channel in place because the P channel is going to give us also additional funding source. From all the members I hope to get out the franchise fees, we also do fundraising so we could pay for all these things. We have a lot on our plate that we're planning and not a huge amount of money. That's my first point. I think it's a bit premature. It would be very nice to have this person, but this person is expensive.

Second of all, I don't think the E Channel Committee is ready. The (inaudible) committee I attended I think 2 meetings. The E Channel Committee is charged with writing their own policy and procedures manual by which they direct the access manager. They haven't finished it. They haven't produced a document for us to approve. So the day that this person appears, he's not totally clear what he's supposed to be doing. I don't want somebody being paid \$48,000 a year to kind of go along as we get along. There ought to be instruction in place for the E Channel Committee about how they're going to direct this person. If you want to see how the structure works, in the back of the Policy and Procedure Manual is an organization chart. It shows a fairly complex relationship. As I mentioned, dual headed relationship. It is also the working relationship inside the school district and outside. So direction has to be ready for this person to charge that. That's my second problem. The E Channel Committee is not ready. They need to produce a policy and procedure manual. We need to approve that. We haven't seen it. Maybe its criticism on my part, I made it before. It appears to be criticism on my part. I'm aware that there's enthusiasm and I'm aware that if you don't hire a person like that to help along, you may hold back the enthusiasm. I would also imagine that if there's a one-half million dollar studio in the schools which produces content and has built in structural support and the E

Channel Committee ought to draw on that support as well even though Mr. Pfeiffer has been very hesitant to commit resources, he does make them available. He's built an excellent program in place that shows some of the student produced contents. So (inaudible) there's going to be more of that.

Third of all, I don't hear that Mr. Poehnert is overworked at this point. He's not because we haven't got that much programming going on the Channel 99 and frankly, we haven't gotten that much programming yet on Channel 16. We haven't even begun to (inaudible) people to channel programming. So if he's overworked now, I'd really be worried. He shouldn't be overworked now. That was my third bullet point on my communication that's in the task. So I'm the one that's been pushing for the E Channel Program Manager. I call it the access manager and not make it the program manager. But I am looking for the access manager to be pushed by the Peg Program Manager, who that person reports to in the dual hand function.

I understand the E Channel Committee wants to get going, but the E Channel Committee's got to get its own house in order and get going. Maybe Ms. Hines doesn't agree with me on that, but I feel as an initial point, we have to have that policy and procedures manual from the school department. Thank you.

Rick Farrenkopf

Just a couple of small points. I've got several. I'll just make two. I think we've got to be careful with we keep referring to our own Policy and Procedures Manual. I think the intent of the E Channel Committee we are, through Stacy, developing policies and procedures, and we've discussed the fact that a lot of that is going to come over time. You keep mentioning, Alderman Teeboom, our own. I'm looking in it, I just happen to have it here, and it actually says in here that the access manager that we're talking about hiring is responsible for creating an operations manual for the E Channel. I'm not sure that's our intent necessarily, but it does say that that person should be doing it. I didn't realize that until about 30 seconds ago. I think if you asked us yesterday what we would envision is this person would work with us to help us develop and that really we would develop something internally over time. I'm not sure it was our intent. Maybe rightly or wrongly, it would bring that before this committee to approve. Maybe we need to maybe we don't. I'm not sure in my mind that that was one of our intentions.

The other thing that this talks about that we kind of talked about earlier is the access manager is also responsible for promoting Nashua cable access t.v. by working with public and non-public school, educational organizations, and city residents to use the E Channel for educational programming. I think that's what a lot of us kind of feel at this point is that while we're developing the infrastructure, which I think is going to take us some time, it's taken us some time to choose a vendor to create an RFP. It's going to take some time for them to develop an RFP. It's going to take us some time to approve the RFP. It's going to take a while. We still see an opportunity to put programming on the channels based on what we've talked about this morning in terms of buying a couple of interim video servers, and Jeff doing a lot of due diligence in terms of creating the ability to have replays without constant monitoring by folks. So we do see the opportunity in the short term to start putting stuff in the air. It's going to take some time. I only mention the 18 schools. As soon as I said that, I realized that there's more than 18 schools because there's our

private school community that this person could go out and reach out and start to acquaint themselves with and work with a staff to help develop content. That's going to take a lot of time. So starting to initiate the process of everything that Mr. Barker talked about in terms of developing the paperwork process to get a person in place, interviewing, finding a person, having that person come on board, start to learn the job, help us with our policies and procedures, start to go out and meet with some folks in the school community, and start to develop a relationships because teachers will want not only help but to feel comfortable with that person in their environment and know that they're an ally for them. It's going to take a long time. So I really do think that it's time to initiate that process.

John Barker

I'm a middle of the road guy. I like to think about ways to bring compromise. From my project management background, I also I think bring to the table an understanding that sometimes decisions don't need to be made until you have all the variables in place. So what I see is the possibility here of a middle road where we can start to develop the job description, the PDF, start to process it through, see what the system design schedule will be like – operationally. When will equipment land in place? How much content is being developed along the way? What policies are written or not written? We'll be able to defer for a while. I'm not saying an extensive period, but to defer the decision of exactly where does that hirer have to occur to make all these pieces fall into place? So I think we can do some action without actually saying we are hiring today. We know we can't meet the target of the beginning of school. But we can certainly start activities and not have to make the final decision pull the trigger until we're at the point that we know exactly what all those criteria are.

Stacy Hines

I was just curious. Is there additional funding available to us to hire an access manager or is it just exclusively have to be under what's available to CTAB?

John Barker

It would be the CTAB funding.

Stacy Hines

Okay. Also does Channel 16 have a policies and procedures manual? I haven't been able to find that. I was looking myself on line and in the CTAB Policy and Procedure Manual? I was just curious.

Jeff Poehnert

Just what's in the Cable Advisory Board.

Stacy Hines

The CTAB Policy and Procedures Manual?

Jeff Poehnert

Yes.

Stacy Hines

Okay.

Paul Johnson

I believe there's an operations manual that you're working on as well?

Jeff Poehnert

Yes. I'm sorry. I shouldn't say that. I am working on one.

Stacy Hines

Okay. Thank you.

Alderman Teeboom

Let me just clarify. There's two kinds of things. There's a Policy and Procedures Manual that directs how the management entity operates. We have one for CTAB. There's an earlier one for the E Channel. When we have a P Channel, we have to have one for P Channel. Now the managers develop what you call operation maintenance manual. That's all the instructions on how to operate all the (inaudible), how to run the schedules, all the day to day functions. That's obviously a manager's job. But the overall structure of how you can operate and direct this manager and how the committee operates, and its own internal functions of the committees. Parliamentary procedures. All of that good stuff of which you have a model in this document. That I'm looking for the E Channel to produce. So there's 2 different packages. Just to clarify, there's 2 different kinds of documents here.

Paul Johnson

I'm really glad that the E Committee is moving ahead and is enthusiastic about this. I certainly agree that it would be really nice in an ideal situation to be able to start at the beginning of the school year. It's a logical time to start. But I'm looking at that various factors that we deal with on CTAB, and basically we have a situation where we want to build a fine – at least adequate as used in New Hampshire terminology, facility for production of the television content. We don't have any facility today. We have a finite budget which you look at our budget of what we have. There is not a huge amount in the bank. It really isn't adequate for the task at hand. So I have

to weigh in my own mind spending \$4,000 a month starting sooner and taking it away from funding and building the facilities that an access manager would utilize for many years to come to produce content and distribute it so that that person can assist Mr. Poehnert to produce PowerPoint slides and get to meet people in the schools and work on some documents. I don't want to understate what you'd be doing. At this point, you wouldn't have any facilities really to work with. So every month that we put \$4,000 or more into funding that person, we're taking \$4,000 which is a camera, or a server, or a light grid for a studio out of the facility. That's what we have to balance here.

Rick Farrenkopf

Just a small retort to that is in terms of the facilities, I don't think the vision of the educational channel is to have all of its programming done at facilities. One of the things that it talked about was to bring to the community what's going on in our schools. So a lot of this creation of content would never be done in a facility. It's going to be done in a classroom, in the gymnasium, in the auditorium where there are things going on. So I'm not sure waiting for a facility has a lot of relationship to what we want to do with the education channel.

Stacy Hines

Again, just to dovetail on what Rick is saying. If you look at Appendix B in the CTAB Policy and Procedures that suggest a program is going to be for instance sporting event. I think it would be a greater comfort level for the school children and teachers for any of the programming to be done in the classroom. I think there's great value in opening up our schools like this and having the viewing public actually see the classrooms and see the students in their own environment.

John Barker

Yes I just want to make a couple of points. (Inaudible) off of what Alderman Teeboom said. I wanted to make the point prior to him which is when we talk about policy and procedure; I see 2 separate things here. We have an operational manual. That clearly needs to be developed by Jeff Poehnert and the E Access Manager. That's different. Then there's policy. It's policy that I think we – I'm not hooked into the educational committee so I don't know how much of that has been articulated in documents and official procedures. But I think that's the separation when we talk about policy and procedure versus operations. I know this document isn't as clear on that, but to me I think that's what we're talking about.

In terms of the Channel 16 side versus the education side, we have a number of policies around and most of them are in here. But we have a number of policies and some procedures on how we assign things like that that we developed over a number of years. But operationally, we're always developing those things and we know that belongs to whoever is brought in. So I don't think that there's any intent, and certainly on my part, to imply that that committee has to develop that ahead of time because that would evolve anyway.

But I don't know that a committee member has made a motion here yet have they?

Andrew Cernota

I believe Mr. Lecius made a motion.

John Barker

Help me with procedure here. Can I make an alternative motion or do I have to wait for that motion to be disposed of?

Andrew Cernota

I think it probably would either be a motion to amend Mr. Lecius' motion or it would be one to propose after his motion either was accepted or failed.

John Barker

Then I guess I would like to make a motion to amend.

**MOTION BY JOHN BARKER TO AMEND BY HAVING CTAB AUTHORIZED JOHN BARKER AND PEG MANAGER JEFF POEHNERT TO BEGIN THE PROCESS OF DEVELOPING THE PDF AND GETTING IT APPROVED AND AT THE NEXT CTAB MEETING WE CAN REPORT ON THAT AND TAKE THE QUESTION UP OF WHETHER WE WANT TO MOVE FURTHER AT THAT TIME**

ON THE QUESTION

Ed Lecius

As the maker of the original motion, I would concur with the amendment.

Alderman Teeboom

That is an appropriate amendment. You have to have first vote on the amendment, then we vote back on the main motion. It sounds like if the amendment passes then the motion passes. It mentions on page 12 it takes about the access manager for those of you who want to pull back the CTAB procedures manual, which is on the website. 7.2 addresses the education access manager. It tells you whether what he has to have a background in. He's not really a people meeter type of person even though Jeff Poehnert has that ability, but primarily he has to have a background in production and operations. It's visualized that this person operates just like Mr. Poehnert operates. That's why the PDF is important because Ms. Hines mentioned wanting to go into the classrooms. It's great. I'd love to see not only classrooms in Nashua School District but Rivier College. Maybe even Daniel Webster College. The thing is it takes videographers to do so. It takes equipment. We have to have a mobile type of set up, which we hope to obtain as part of our system design. It's nice and I have a tendency to the education channel, and you have the visions of what you want to do, but you also have to have the structure in place to do it with. That's why these things will work in tandem. I like the idea of not having these 2 gentlemen

Mr. Barker and Mr. Poehnert work on the PDF because it comes to closing because that goes to the committee and maybe putting some meat in the visions of the E Channel Committee to try to bring it back. Because before we approve even hiring this person, we have to see the PDF. Yes the CTAB has to approve the hiring of this person. Like I said earlier in coordination with the E Channel Committee's interviewing. I hadn't thought about this at all. You just hit this. Primarily suppose to spending \$40,000 at this point.

But planning to put get this thing in place and being ready to go almost (inaudible) design proceeds. So if we buy a system and put it in place, we have a construction place where we can hire a person somewhere ready to go in that. I like that idea. I'll support your amendment.

Stacy Hines

Yes thank you. I know our programming protocols and procedures subcommittee. One of their initiatives is to, again I mentioned, identify some pioneers among our teachers. Probably like 2 elementary teachers, 2 secondary teachers and provide them the district would provide them professional development so they can sort of be the upstarts and doing videographing themselves and sort of be their own producers. Inevitably among our nearly thousand teachers, there's going to be those that have that desire and aptitude or have students who have that talent, and we do see ourselves tapping that. Again having that technical resource of an access manager to help jumpstart that I think is critical.

Kathryn Vitale

I'd like the amendment that Mr. Barker has presented. I think it allows us to move forward on the hiring of an access manager knowing that at the same time our education committee will be moving forward on the other aspects and hopefully when the 2 areas come closer and we start knowing what we want for our access manager and the education channel keeps going along, we'll probably be closer to what Alderman Teeboom is suggesting as having certain areas in place before we move forward and vote on the money and the hiring. I think it's a good amendment and that we should move forward with this.

Paul Johnson

I too support the amendment. I think it's a fine step in the right direction. It gives us additional flexibility. I continue to be, I guess, a bit concerned as I think more about this talking about the access manager producing content and when the absence of equipment that we have yet to produce the content, I wonder if there'll be a pressure then to acquire equipment prior to the design phase being done and the equipment being specified that we're going to operate. So there's kind of a slippery slope there that we have to be careful of. Once we fill a position to operate equipment, that then equipment has to be acquired but we haven't even selected yet or awarded a contract to hasn't done the design work to figure out what equipment that role should have. So we do have kind of a catch 22 here, and we all need to be cognizant of that.

Jeff Poehnert

It just seems to me that there will be 2 parallel time lines here. We've got about what 6 weeks until the beginning of school.

Stacy Hines

August 28<sup>th</sup>.

Jeff Poehnert

Our next meeting would be about 2 weeks before the beginning of school. So there's a lot to be done in the next month before the next meeting where I think we'll have a clearer vision of what is needed at that point. Again equipment and things like that there may be equipment that, again, like the server almost it could be stand alone but incorporated into a system that we can do at that point. I'm not sure. I know within the next month it will become clearer as we head towards the school year and try to get this thing organized.

Kathryn Vitale

We're always going to face financial decisions throughout this whole process. We cannot do something because of a financial decision that we'll have to make down the road. We know that this has to be accomplished. We know that we have to have an access manager at some point. We know that there will be expenditures for additional videographers, new equipment, and that type of thing. We have to keep moving forward and as those financial decisions come up make the decision then if we can afford it then, how it's going to be funded, and meet each of those challenges at a time. We can't wait to do something because of a financial decision that might be coming down the road.

John Barker

This is a very reasonable body and we have a very intelligent and reasonable body in the education committee. I'm very confident that as we move forward in the design process just to address your concern, Mr. Johnson, as you refer in the design process, we'll do a better job of telling the Education Committee what we're thinking of doing, what are our assets, when they will be available so that they can understand and participate in helping us figure out the right point to bring these things in. This committee will hear what these plans are. Just like we're hearing your need now and I'm very sympathetic with it, and understand and agree to the right place to bring the individual in. I'm very confident that if we move forward now in planning the position, getting the paperwork lined up, and then looking at this other data that will come to a concurrence on the right point to get someone in to address the very legitimate needs and concerns they bring up.

Andrew Cernota

Just as we seem to be reaching it sounds like a consensus as far as the amendment, and this is discussion of the amendment, if people don't have to add to the amendment itself, maybe we

should move that question so that we move the meeting along as well.

Dennis Ryder

That's exactly what I was going to say Sir.

Rick Farrenkopf

A question and a comment. So the hiring of this person actually ends up being approved by us as well as – let me ask it as a question. Who makes the final decision on how this person...

Alderman Teeboom

This came up on the earlier days with Ms. Julia Earl. CTAB definitely approves it because funding is under the CTAB control. The E Channel Committee has a big say. So I can't imagine somebody hiring on the E Channel and turning them down. That doesn't make any sense to me.

Rick Farrenkopf

So I guess that my question then is I'm trying in my own mind to differentiate the original motion and the revision and understand the difference. In both cases, we want to move forward with the hiring of this person in terms of the paperwork process or whatever. So the amendment – I'm trying to figure out does what? Because if we're going to ultimately approve the hiring of the person, that's still within our control. So given the amendment what is it that we don't do versus the original motion just so I can be clear.

Ed Lecius

I believe the amendment allows the PDF to be developed, and for it to be reviewed, and has it sitting ready to move forward for the next step which is to advertise and go forward when the time becomes appropriate. My original motion was to do everything now. This doesn't have to loaf now and gets you ready to jump off.

Rick Farrenkopf

So if I could just follow the question. So then we would have to have another formal vote at some point to post the position.

John Barker

Yes.

Rick Farrenkopf

Based on the timing of when we thought that was appropriate?

John Barker

Yes that's correct. The objective would be to come to the next meeting and say it worked out and developed a job description now what do we do?

Paul Johnson

Would we have a better dollar figure in mind at that point?

John Barker

Certainly we would yes.

#### **MOTION TO AMEND CARRIED**

#### **ORIGINAL MOTION WITH AMENDMENT PASSES**

- Federal State Industry Subcommittee - none

#### UNFINISHED BUSINESS

- Policy governing chain of command and programming decisions

Alderman Teeboom

What that means is remember this came at the request of Mr. Barker to me to bring before the Board of Aldermen. There's now a resolution before the Board of Aldermen, which has been referred to the Administrative Affair Committee and last night approved. What this is is eliminate the programming committee. The program committee was Mrs. Lemieux, the administrative assistant to the Board of Aldermen, and then a citizen to over see programming and the content of programming, and make decisions in case of conflict. But the function is really being usurped and taken over by Mr. Poehnert. So Mr. Barker pointed out that there was a potential for conflict between that program committee and Mr. Poehnert's responsibility as defined in the Policy and Procedures Manual. So he asked me to sponsor a resolution. So that's where we are. We're going to take it back to the full board the next time they meet, which is next week. Then hopefully it will prevail. There was no opposition. It was a unanimous decision in the committee. So that's where we are at this point. When the Board approves it, that committee will be disbanded, and Mr. Poehnert has full responsibility for operating – it applies to the G channel only – the government channel.

Andrew Cernota

I see Ms. Vitale has to leave.

Kathryn Vitale

Yes. I need to get back to the office.

John Barker

We still have a quorum correct?

Andrew Cernota

Yes we do. Once we have a quorum we have – actually we're still pretty well past our quorum. Just reminding that we have the quorum, I don't think I mentioned before Counsel for the City Attorney Clarke has joined us.

- Court Street

Jeff Poehnert

Mr. Barker perhaps you could help me here too.

John Barker

Just to add a little bit of additional detail. What's occurred in regard to Court Street is as we pointed out, that was initially identified as a good spot for putting a production and distribution studios facilities in. We agreed it was. We did some initial research, but then when we heard that the 14 Court Street – I'm not sure what the formal title of the committee is, but the...

Alderman Teeboom

The 14 Court Street Committee.

John Barker

Okay the 14 Court Street Committee – had some concerns that they felt that this was to be a performing arts only facility and that they were not sure that a community television studio met that mission or fit into that mission. There was a meeting, an ad hoc meeting, put together by the Mayor at our request – myself and Alderman Teeboom at which we met with a number of the committee members including Director Lemieux and Dennis Schneider. At that meeting, we put forward the case that there were indeed synergies to be had. We can easily see that there's many events that go on in Manchester and other communities where broadcasting of these performing events makes a whole lot of sense and the community loves it. So there's a natural synergy right there as well as the fact that there's a lot of people in the performing arts that have interest in participating volunteer or otherwise in production. So we made that case but they did also bring the concern up about the noise, which we tested out and found the solution for. I know that Alderman Teeboom will tell us about a conversation he had a day or so ago in regard to Court Street. Basically what I've been told, and you can clarify this if it is incorrect, is that we

may get a better clearer answer whether Court Street is going to be an option for us or not next week.

Alderman Teeboom

The Mayor called me and had Director Lemieux on the phone because I said the question is the public access channel the proper venue for Court Street, which I look at artsy crafty folks. Anyway I think the Mayor is in favor, but the Court Street Committee still has an independent body. They're charter by the Board of Aldermen to come back with recommendations. They look at the revenue. We asked for not just the black box facility, we also asked for the additional space. Director Lemieux asked do you really need the additional space? That's the space called the lay theater. So there are some discussion. Basically what we're focusing on is the black v downstairs theater. It used to be the theater now it's blocked off because of fire code issues. But that's the theater area and that's called the black box area by definition. So we still are waiting for an answer. At least the Mayor seems to be supporting and before I'm not sure he was supporting it.

John Barker

Our only viable option frankly if not Court Street would be to go to commercial non-municipal property. We will have probably next week a visit to the Mill Yard to take a look at some possible locations. But as you can probably anticipate, the cost to CTAB will be much more significant than if we were in a municipal facility. But we want to look at all the options.

Charlie Matthews

Just for the record Mr. Chairman, Library Director Joe Dionne is very enthusiastic about having a studio at 14 Court Street because we have a lot of programming ideas. We'd like to be close to the studio. We think it would create some synergy between the station and the library. So he wanted me to express that to the committee.

Dennis Ryder

The last time you were discussing Court Street you had some problem with fiber optic cable connection – possible connections. Did you solve that?

John Barker

There is no fiber connection there. We would probably do a point to point wireless connection – get it by wireless connection. So those technical challenges are not insurmountable. They are part of the cost but they're not insurmountable. That said, that's not nearly for Court Street. Frankly the City needs to get the network out there. This would be an opportunity for us to do that. The City would not be looking for CTAB to pay for networking that area. So that would not enter into the financial considerations here.

Alderman Teeboom

If Director Dionne is interested – could he generate – could you ask him to generate a memorandum to be sent to the Mayor? Any support we can get – it is really our best shot location especially after the testing we did and especially after looking at the fire station. Chief Morrissey – I don't know how you folks lived in this thing, but it's ready for the junk yard or the wrecking ball.

Chief Morrissey

That's why we abandoned the property.

Alderman Teeboom

A safety hazard at that place. Could we ask a letter of support from Mr. Dionne?

Charlie Matthews

To Alderman Teeboom – would we address that letter to CTAB or to the Mayor?

Alderman Teeboom

To the Mayor.

Andrew Cernota

If you could cc CTAB on it.

Charlie Matthews

Certainly.

Alderman Teeboom

It basically says we support the use of Court Street. We would like to see Court Street be used – (inaudible) the black box the area – we'd like to see Court Street used for a broadcasting studio in the center – the distribution center.

John Barker

I'll give my only spin here. My spin is that the envisionment of that committee is to have a community arts center. The first word is "community". There's nothing, I think, that helps to bring a community together better than giving them access to what's going on in the City – giving them a place to come and have a medium to both listen to and communicate with. So if the vision of a community arts center is to help build community, than there is nothing better in my opinion than having a community television production facility there.

Dennis Ryder

I just had a question for the gentleman from the library there. I believe there's unused space under the library. The lowest level of the library isn't developed. Is there any possibility of a studio going in there?

Charlie Matthews

Yes. When the library was built in 1970, it was built with a lot of extra space. It was designed to be expanded internally and we have moved down. We've finished the middle layers. It's actually a 3-story building. A building to the side of a hill. The main floor is the 3<sup>rd</sup> floor. We do have storage at the basement, but we have storage also in the east wing which we're currently planning to build out as the Mabel Chandler Wing if we're able to use the proceeds from the sale of the Chandler building. So that would move, I think, some material downstairs. I'm not sure that we would have the space that the studio would require. It's also pretty much a basement although I suspect that doesn't make a difference for a television studio. I'm not sure that we would have the space down there to allocate to a studio.

Dennis Ryder

It already has access for the handicapped – an elevator going down. You've got plenty of parking. It just strikes me as a logical point to look maybe even on a temporary basis.

Charlie Matthews

I could mention it to the Director. Also our hours – the library is closed and the building is alarmed. We're open from 9 to 9 Monday through Friday and then the weekends except for the summer time.

Dennis Ryder

Just an exploratory question.

John Barker

What is the height of the ceiling? Do you know?

Charlie Matthews

It's quite high. Not quite as high as the aldermanic chamber, but the building has very high ceilings. If you'd like, I could mention it to the Director if the committee is interested. I know we're looking at all options.

Andrew Cernota

Yes I think as we are looking at all options, that might be something to at least inquire about.

Jeff Poehnert

For the record in my 25 years in television production, I have happily never been able to escape the connection between the artsy crafty people. There's a synergy there.

- CTV Survey

Andrew Cernota

Again it was briefly addressed earlier. Is there anything more that we need to know about that?

Jeff Poehnert

Nothing at this time.

NEW BUSINESS

- Presentation on CTV design and approval of a contract – John Barker

John Barker

Presentation is a fancy word. You have a memorandum in front of you. I can tell you that we did an extremely diligent search for the right partner to help us pull together our system. What I can mention to you here, the second paragraph there lays out for us folks here who may not have looked at the RFP what this envisioned. Initially the contractor comes in and assesses what we need and puts together a strictly on paper design of a CTV system. That's studio, that's distribution mechanisms, networking, equipment, lights, audio equipment, all of it. Whether it's for inside the studio, whether it's for out in field work it's the whole thing.

Phase II is the development of a project plan basically saying okay now we know what we want to do in what order are we going to do it? What's the critical path to get these things done?

Phase III is saying alright now that we know what we want to do and now we know when we need to do it, let's develop RFPs to go out and buy the product and get installation services. This designer, the contractor is not to be a representative of any particular product or any particular product line but to find for us the right thing and then get, of course, the dealers which represent that to come in and do the installation. So they assist us in developing those RFPs and then in selecting the right vendor.

Phase IV is now that we have the right vendors, we've picked them from this RFP, we know what we're going to buy and how much it's going to cost us, we've approved that. Now we need to actually get that built and this contractor oversees the installation and acceptance testing process of having all that put in.

Phase V is the supervision of all of the implementation. So now it's been installed, now we have to start using it. That's the implementation I'm referring to there. We have to implement it, we

have to train our staff whether they're volunteers or our own people, we have to understand and develop our operations and maintenance documentation around all of this equipment in the system. So that contractor will assist us with that also. So it's a fairly large project with a diverse set of needs.

So we put that RFP together. We went out and we received 4 bids back. One of them was local. Three were not. We ultimately short listed it down to 2 vendors that we felt had the best skill set. The reason we did not accept the lowest bid – the lowest bidder is essentially a one-man operation frankly. The amount of detail that we got back on our - we had asked for samples of work product because we wanted to know – show us what you've done elsewhere in the way of planning and project management, etc. The documents we go back showed us that the individual was less skilled in that kind of documentation and planning than we had hoped for. So one-man operation didn't have the right skill set. We deferred on that one. The next bidder that was rejected was actually if you look at the project as a whole, the highest bidder. There again it was a situation where staffing was not adequate. The amount of detail we received in the response was extremely slim. I think the response said something to the order of what you won't get from me is a lot of fancy plans and document and graphs. That's exactly what we wanted. So we rejected that particular bid as well. So we had 2 very well staffed respected organizations that do this regularly all the time and have done so for years. Then our challenge was finding the right one. We did an awful lot of discussion with them. Both of them participated remotely in presentations to a team that we had to review this – an informal team. Then we did extensive research on customer client references. From that point, we really wanted to see. We're angling toward one vendor, which was CDA, and we wanted to see the sample of work. I'm the kind of person where I need to go and look at it and touch it to feel confident that I know exactly what I'm getting.

So 2 site visits were arranged with CDA. One at Fidelity and one at Putnam Investments. Both of them in Massachusetts. That really clinched it for us. So we had great references. We had a good skill set and great sample of work. We had what we felt was a very appropriate price. Then we saw the kind of work that this company did out there for some very high profile important customers. We felt that that rounded it out. So therefore we have decided to ask CTAB to authorize us to present to the Board of Aldermen for the Finance Committee a request to award this RFP, which is 0054-041607, in the amount of \$50,000 to Communications Design Associates of Canton, Massachusetts.

**MOTION BY JOHN BARKER FOR CTABL TO AUTHORIZE JOHN BARKER AND JEFF POEHNERT TO PRESENT TO THE BOARD OF ALDERMEN FOR THE FINANCE COMMITTEE A REQUEST TO AWARD THIS RFP, WHICH IS 0054-041607, IN THE AMOUNT OF \$50,000 TO COMMUNICATIONS DESIGN ASSOCIATES OF CANTON, MASSACHUSETTS**

ON THE QUESTION

Alderman Teeboom

First of all we all Director Barker a lot of gratitude because he worked very diligently on the RFP,

which is not a trivial matter to put together. As a result of excellent work on that we received 4 bids, 2 of which were outstanding bids. That's why we had so much difficulty. If you had 4 bids and 3 lousy bids and 1 really good one, it's easy to make a choice. This you get more than 1 outstanding bid and it becomes difficult. I would say one of the deciding factors to go with CDA as opposed to CTC is that one is Columbia, Maryland, and the other one is Canton. We felt that having a proximity is important.

One company knew a little bit more about Peg and the other one more into broadcasting. There was debate within the committee as who to go with. There's not immediate universal acceptance. I can tell you that. That's why we did due diligence – the subcommittee did, to not only visiting Fidelity, which is a high class operation in Boston, and we were also there because we were concerned about the networking aspect. We saw a lot of studio stuff. A lot of production stuff. We didn't see networking. Networking is important to us because if we're to save cost of operation to have a richly connected network at which things could be doubly (inaudible) too many facilities that we connect to.

Therefore we went to Andover with Putnam. Another large financial institution. My main concern with the CT folks is this is a small job for you guys. They didn't tell us how big a job, but some of those jobs were very large. Fifty thousand is not a lot of money for all the things that have to be done. There's going to be progress reports made to the committee. There's going to be reports to CTAB. I'm not sure how we're going to fit all these things in with only 2 hours of meetings here. We're asking for progress reports. The schedule is 4 or 5 pages are very tightly defined. The first 3 are design pages leading to a procurement of the system. Then the contract continues to oversee the procurement installation testing. That's phases IV and V.

In the end, I think we were convinced that CDA would do a fine job in the proximity of what they've done. So I think we're very fortunate. If you look at the prices, you see they vary. That's another concern. We go from a low bid of \$15,000 to a high bid of \$86,000. The one we're picking is the second lowest \$50,000. So it's now standing bid as well. My hope is that the contractor can pull in. They claim that they pride themselves on being able to meet budget. Now when they do that because they put in a lot of free time, I don't know. But we aim to hold to the budget. It's a well established price wise. For amendments to be made to this thing, you have to come back to CTAB.

The final point I want to make is it is a two-step approach. Once CTAB here, we started with a quorum and we have half of this quorum left, I'll ask for a role call vote. Once CTAB has approved this, then it goes to the Finance Committee. I think the plan is (inaudible) 1 August because it goes beyond the threshold. The threshold is \$15,000 to go to finance or \$10,000? I forgot now.

John Barker

\$10,000.

Alderman Teeboom

\$10,000 – we lowered the number. Then it goes to the Finance Committee which Mr. Barker and Mr. Poehnert will have to make their case. I'm on the Finance Committee. At least you've got one vote. It's a 7 member committee. They'll be making the case and once the Finance Committee approves it, it's approved. Even though it's funded by CTAB, it's still City funds. So it's a 2 step process. Given that, I'm looking for a roll call vote.

Jeff Poehnert

Just one additional comment as far as the Putnam Investments. One of the things that CDA had done is that Putnam was looking to put in an uplink downlink satellite connection between their satellite office. That turned out that would be about \$1.5 to \$2 million. CDA was able to bring in basically the same system Ethernet based for \$330,000. So it's just a huge savings from Putnam's original vision of it. So that was something.

John Barker

Just one last point. These funds will be drawn from the 6012 Capital Equipment Fund. So at a later point, I know that there might be some intentions to take money from the operational funds and replenish the capital equipment fund for this expenditure but right now, our plan is to take it out of 6012. So that's what we would ask the Finance Committee.

Rick Farrenkopf

Again, I wanted to echo all of the hard work that Mr. Barker put in and all the other members. I wasn't able to be as much of a part of it as I would have liked. I know that they put in a lot of hours and it was good work.

A clarification question. So the deliverable when CDA is complete, just so we're all clear, is not only the development of the RFP but to help and assist us implement that equipment into a working model and help train and document, etc.

John Barker

As built diagrams...

Paul Johnson

I do have one quick question. I'm curious to why when there's no capital equipment being purchased this doesn't come out of the operating account? I know it's a wash anyway, but I'm just curious about why that's done that way.

John Barker

I believe that it's not a standard operational expenditure. I think the operating fund, in my opinion

– I may be wrong, the operating fund for salaries, for consumables, for videographer fees, for transcription fees, these are standard operating costs. Things like this that are intended to build this capital asset, which is our system, ought to be inside that capital equipment fund.

Alderman Teeboom

I should mention by the way the question Mr. Farrenkopf – phases 4 and 5 are options. One thing we liked about CDA, they're here in the area. With CTC being Maryland whether we access (inaudible) 4 or 5 is not clear. Of course it is very difficult that you do a design contract and then have to bring in another contractor to oversee that and to get that done, if you look at the pricing, it's obviously very attractive. It's no doubt that you can do that for \$10,000 starting all up again because the new contractor would have to understand. So there would be serious reasons not to do 4 and 5, which is the implementation and trading documentation. So they did make them options because we didn't know who had been and on what basis we would receive the bids. We allowed 4 or 5 to be optionally bid. So a contractor had a choice of not bidding 4 and 5. Is that correct Mr. Barker was it an option?

John Barker

It's an option on whether we will actually utilize those services and so whether we would be charged for those services. So we are still asking for the full amount from CTAB so that we can make that decision at the time. If we feel that it's a slam dunk to put this system in its so dog simple, we don't need anyone to help hand hold us and we want to do the documentation and diagramming ourselves, we can certainly do so and save \$10,000.

Alderman Teeboom

I love those kinds of words.

Rick Farrenkopf

That sounds great. So options 4 and 5 are an option because their pricing in options 4 and 5 are very attractive. So I'm hoping that they can do everything that they say or I think we want them to do.

Alderman Teeboom

It's our option.

Rick Farrenkopf

Great.

Alderman Teeboom

It's their bit. It's our option.

Yea: Alderman Teeboom, Andrew Cernota, Dennis Ryder, Paul Johnson, John Barker, Charlie Matthews, Attorney Clarke, Rick Farrenkopf, Ed Lecius, Ms. Kennamer, Ms. Swanson

Nay:

### **MOTION CARRIED**

- Chamber of Commerce introductions/Aldermanic meetings

#### Andrew Cernota

I see that Mr. Williams has left. Just for those who may not have seen some of the correspondence with regards to this. The Chamber of Commerce is now introducing members of the chamber, local businessmen at aldermanic meetings. They were concerned that this might not fall within our cable case guidelines. I think the consensus is that we received them, and maybe I should defer this to Attorney Clarke, but that because it's part of a government meeting it would fall within the government meeting guidelines and wouldn't necessarily be a problem. If there is any discussion of this?

#### Alderman Teeboom

Mr. Chris Williams who's a very active supporter, cable supporter with the Chamber of Commerce will be making a presentation before the Board of Aldermen. They typically take up to a half an hour. We try to fit these meeting within 2 hours because we've got so many city employees and people have to leave to go to other meetings. I don't quite see these meetings coming before this board. It just takes too much time. There will be plenty of opportunity for Mr. Chris Williams and his group to be televised. This would be another perfect P channel opportunity – E channel I think because it has to be educational content. So I would like to propose that we do not entertain this. We're going to have a lot to do with ongoing design issues now which is going to add to our agenda. I'm not quite sure what they had in mind. If what he has in mind is the same thing as he does to the Board of Aldermen...

#### Andrew Cernota

I was under the impression that this would actually – with regard to the Board of Aldermen coverage, I may have mistaken that, but...

#### Alderman Teeboom

Did they clarify what was intended here?

#### Andrew Cernota

Maybe I'm the one that's misunderstanding this, but I was under the impression that he wanted to make sure that the presentations to the Board of Aldermen were the ones that would be covered. I could have...

Alderman Teeboom

For television?

Andrew Cernota

I think so.

Alderman Teeboom

Well they're televising now.

Andrew Cernota

So it's not an additional thing to what he's doing, it's the presentations that he makes to the Board of Aldermen he wanted to make sure that those were being televised I believe.

Alderman Teeboom

They are being televised. I believe they are now being televised because they're presented before the Board of Aldermen. Is that correct Mr. Poehnert?

Jeff Poehnert

I'm not sure. As far as when the meetings start no matter whatever is going on if it's a PowerPoint we cover it.

Andrew Cernota

Okay. Maybe we need to follow up with Mr. Williams to make sure that we fully understand what he was proposing.

Paul Johnson

I'm curious about this. So this is before all those meetings officially starts. So this is a presentation. Presentations are commonly done in ½ hour periods, optional attendance by the aldermen to learn about something. I don't believe that all of those are routinely covered by the videographer as part of the aldermanic meeting today. I'll ask Mr. Poehnert first as to whether that's the case or not.

Jeff Poehnert

Well I know that we've covered some going on because I monitor at night. I'm not always sure myself what is a presentation and then they go into their meeting. But I really don't have an answer for that because it's not my understanding that our videographer waits the ½ hour and then goes on.

John Barker

Up to this point, those happened prior to the standard board meeting. So they have to be scheduled. Up to this point, we've done a number of them but they've been given by either members of the board or by staff members of the City such as the Green Team presentation or something. This is something new we haven't really seen before. I don't really have an opinion, but I want to clarify that it is not the standard meeting. It's sort of before that meeting and we would operationally just push the time of videography forward about ½ hour to accommodate these.

Paul Johnson

My understanding, which maybe flawed, my understanding of these presentations is they're for members of the business community to come in and kind of explain their business to the Board of Aldermen so in case they're new business is coming into town and things like that. Given that they're somewhat commercial in nature their presentations to the aldermen, they're self serving. I'm a little concerned that they would fall outside of what we would consider government business and more on the line of almost an infomercials. On that basis if my understanding is correct, be opposed to paying for and broadcasting that as falling outside of the scope of the G channel content. Again without further definition of just what that content is, I don't think we can act on it today.

Andrew Cernota

Right. I think we probably need more information from Mr. Williams as far as what he wants.

Alderman Teeboom

I was just going to say. If it's a presentation for the Board of Aldermen it's by definition a government issue because otherwise the Board of Aldermen (inaudible) the Board of Aldermen to make them aware of what's going on to help with legislative initiatives. So it does fall on the government channel. I was just going to say if the request is to have it televised, I was under the impression of what's televised because I sat through a few of them. If Mr. Poehnert can check on that and just add it to the schedule. If you want CTAB to vote on whether it should be televised, maybe you can get that clarification and we can vote on it. Certainly it's under Mr. Poehnert's control because it's just part of the programming.

John Barker

I agree that if it's happening at a meeting, then it would fall under the government guidelines and we could broadcast it. My only fear would be that we'd have a ton of businesses coming along and saying I want equal time. My point would be if the Chamber of Commerce has a mechanism to do these with the government, then get in line with them and we'll broadcast them the same way we broadcast any other one that's part of the Board of Aldermen meetings. So to me that's a nice control valve so I really don't have a concern with it in that regard.

Paul Johnson

My understanding, and Alderman Teeboom can correct me freely on this, is that the President of the Board of Aldermen calls the meeting to order after these presentations conclude.

Alderman Teeboom

The presentation is done by coordination with the President of the Board. It's scheduled. It's on the calendar so you know it's going to be there let's say 7 o'clock. Usually it's 7 o'clock. Sometimes maybe 6:30 because there may be more than one presentation. The Board of Aldermen members attend voluntarily. Most of them attend. So it's just a matter of scheduling. It's on the calendar. There's nothing hidden. It's by mutual agreement. It comes under my opinion on the government guidelines. I don't think CTAB necessarily gets involved unless there's an objection to televising it. If that's what Mr. Williams' intent was to make sure it was televised, then we need to get some clarification.

Andrew Cernota

Okay I guess we'll get in touch with Mr. Williams just for clarification as far as that goes.

Dennis Ryder

Glad you make the suggestion. If there is a cost associated and it won't cost anything, shouldn't the Chamber of Commerce pick up that cost? It's as simple as that.

Andrew Cernota

It probably would be a good thing to approach them about because there is a cost associated with having the videographer there for the extra half hour.

Alderman Teeboom

Let's find out more on what's required before we get that. I think we're nitpicking that stuff. It's a minor cost. They're already here. You're paying them for an extra half an hour. You're not paying them to appear for 2 hours minimum charge this type of thing. We're paying what \$15 an hour to do it here?

Dennis Ryder

It's quite (inaudible) that's going commercial broadcasting.

Alderman Teeboom

Oh no, I don't agree with that. I think (inaudible)...

Dennis Ryder

Well I see it clearly as commercial broadcasting.

John Barker

The way we pay the videographers is a flat fee unless it exceeds how many hours?

Jeff Poehnert

Four hours.

John Barker

So you wouldn't actually incur a cost unless the following meeting exceeded 4 hours. So it would be really difficult to know to try to ...

Andrew Cernota

To assess and value it.

John Barker

Ahead of time anyway to assess whether there was any charge at all.

Paul Johnson

I think it's also a replay consideration here. If people see the schedules, the Board of Aldermen meeting is scheduled to start at such and such a time on the schedule, (inaudible), replays. They tune in. The meeting itself doesn't actually start for a half an hour after that, and used to sit there a half an hour infomercial to start seeing the meeting. Maybe we should separate those out from a replay perspective.

**MOTION BY ALDERMAN TEEBOOM TO TABLE PENDING FURTHER CLARIFICATION  
MOTION CARRIED**

Andrew Cernota

We have earlier been introduced to our replacement for Mr. Darchik. We also have a new citizen representative. Welcome to the board.

- Support waiver for to permit political debates on Channel 16

Alderman Teeboom

Citizen (inaudible) we call him Citizen (inaudible). He's a very active citizen past president of the

Nashua Taxpayer's Association sent a message out and he had brought this up before. I think we talked about this back in March or April thereabouts.

Andrew Cernota

April I believe.

Alderman Teeboom

He wanted to have the debates of political candidates starting with the Mayor – the 6 mayoral candidates on Channel 16. AT that time we turned it down because we weren't sure 13 would do the televising. He came before the Board of Aldermen last Tuesday and reiterated his request. He's quite adamant about it. He wrote an e-mail since, and this created a fury of e-mails. I actually counted them. There were 12 e-mails written on the subject in a matter of 2 days. The issue is that right now on Channel 16 and on a channel, we prohibit political candidates from making their case – a political debate. You can find it in Appendix E and B of the Policy and Procedures Manual. So this would require to have political debates on the candidates in the forum inside City Hall upstairs. It will take a change to our Policy and Procedure Manual. I told Mr. Sullivan that I would carry this forward to the Board, but I'd like to see 10 members. Initially I asked for 25 members. He was kind of upset about that, and I said maybe 10 members. Ten citizens that showed that they'd like to see that. He was quite offended by that. He felt that this was just a national thing to be done. He shouldn't have to go out and drum up 10 signatures. I could see his point certainly. I offered to put this on the agenda. I asked Ben Dalianis to put (inaudible) on the agenda so we can discuss it. It's kind of a lengthy discussion. However, we are getting very close now to political debates.

So if CTAB, I'd like to see another vote right now today on whether CTAB endorses it. If CTAB endorses it, I'll again take it and I'll do not a resolution I'll probably do a memorandum for the full board asking for their concurrence. It may take them 2 months to make up their minds just like it did with the advertising. Or they may move fast. I understand some aldermen like to see it happen. I don't know which, but I understand that Sullivan told me that he talked to several aldermen and said they concur with this. So it's back up on the floor as far as I'm concerned cause it's for discussion.

**MOTION BY ED LECIUS TO MOVE WITH ALL DUE RESPECT TO MR. SULLIVAN WE DENY THE REQUEST**

ON THE QUESTION

Ed Lecius

My reason for making that motion is as I understand having heard him in another forum discussing it, the way I drew his request he would be looking for the City to conduct that debate. I don't think the City should be in a position of conducting a political debate for anybody (a). (B) Channel 13 has made it abundantly clear they're planning a series of debates involving not only the media asking questions but average citizens to quote Mr. Choate, "both disenfranchised

citizens and franchised citizens”. Whatever that means. I also know that Ms. Horn at WSMN is planning to have forums on the radio for the mayoral candidates. So I think that while his intention was to give as much exposure to the citizens, and I certainly endorse that, I think between the existing mediums that they’ll be plenty. I don’t think we want the City getting in the business of running any political debates if I understood where he was coming from with respect to how it would work on Channel 16. Thank you.

Paul Johnson

Yes I was a supporter of the original request by Mr. Citizen Sullivan back in April. I’m still in favor of the concept, but I did at that time vote against the proposal finally on the basis that Channel 13 might be covering. In which case, it was moot. Channel 13 does have actually a broader reach than the Channel 16 does because it reaches not only all the Comcast subscribers, but anyone with an antenna because it’s the top of the VHF dial. I still think that the idea would have merit if there were no other venue for these forum debates to occur. Given that there will be debates by Channel 13, which I verified with Mr. Gordon Jackson back at the time, and also now with Jennifer Horn on WSMN. I do think it’s redundant to have 3 debates, and that we can safely avoid modifying our Policy and Procedures Manual. By the next time, we’ll have the right infrastructure in place for public access where this kind of stuff really will find its proper home.

Rick Farrenkopf

I guess I just want to – if we’re going to take a vote, I want to understand clearly what I’m voting on. I think I agree with what Mr. Johnson said as long as there’s a venue for these things to happen, and then I’m okay with it. I wouldn’t feel comfortable voting to suppress the broadcast of these political things as a general thing because I think it does help citizens understand the workings of the government and understand issues and become better educated. So I just want to understand what the vote is going to be on specifically.

Alderman Teeboom

Can I ask for a restatement of the motion?

Ed Lecius

I believe what Mr. Sullivan was asking for was to have Channel 16 broadcast mayoral debates here from this venue or other venues within the City, which goes to other issues of portability of equipment, etc., etc. It was based on providing the public a greater awareness of what was going on. I believe that between Channel 13, the radio station, and even what the series of articles that The Telegraph is doing, that the information on the candidates, the positions will be more than adequate for the citizenry here in the City of Nashua. Also my other concern is our ability to carry out a good quality coverage of the debates that are held outside of this chamber be it the Chamber of Commerce or any other group that may be conducting these debates.

**MOTION BY ED LECIUS TO DENY THE REQUEST BECAUSE THERE IS ADEQUATE VEHICLES OR CHANNELS FOR THIS ELSEWHERE**

Paul Johnson

So as I understand the denial of this request is for the upcoming season? We're not setting a law or a precedent, we're just...

Ed Lecius

With this specific coming election season, yes.

Alderman Teeboom

Can I just say that to have this request go forward, I have to go back to the Board and ask the Board of Aldermen to waiver the restriction on political broadcasts on the government channel or the education channel. (inaudible) would have to apply just for this election season. What this motion as I understand it says just don't do it. I told Mr. Sullivan I will not go forward – he went to the Board of Aldermen. I said you can do so but you should really come before CTAB. He said I can't come before CTAB because in the morning I got to make a living. I said well at least (inaudible) signatures. I like to see citizen requests, but I like to see more than one person make this request.

I also have a problem with the MCing. He said the City should do it. He leaves it at that. So the question then is who organizes the debates? Who's going to be the MC? I like the idea of debating. When I was on the Nashua Taxpayer's Association we looked for debates because everybody on the spending cap – I remember it was heavily done. It was done before the Chamber of Commerce, and it was done in the Country Club, and all over the City. Nevertheless, there's too many questions unanswered. To do a debate poorly is not helpful. It has to be done. There was a debate 2-3 years ago. Mary Nelson MCd the debate. It was done by Channel 13. It was done in City Hall. It was done through I think Channel 13 and not through Channel 16. There's was nothing in play on 16 at that time to do so. So it ought to be continued by Channel 13. When we have our P channel in place, we have our studio in place, we have all that stuff in place, we have a place where people would look good, maybe a makeup area, whatever we want to do. One thing we should do is professional level stuff. Remember what happened last year when we did the Turkey Bowl in a hurry, it was a nice affair but it was effectively not very successful.

Ed Lecius

Well the audio was pretty good.

Alderman Teeboom

So I would just (inaudible), I would concur with this motion.

**MOTION CARRIED**

## PUBLIC COMMENT

### Bernie Delano

Bernie Delano, 3 Jefferson Street. Just a couple of comments. I went to the City's website to look for the agenda for today's meeting, and I didn't see it. It seems like there's some inconsistency of particular items like the E Channel Committee meeting minutes. Again, like today's agenda not being posted on the web site. So I'd like to see that on a consistent basis so I can see it then again on the website.

Secondly, I wanted to point out – I wanted to find out the status of the access of the P Channel too. So that was pretty basically it. Thank you.

### Andrew Cernota

As far as the posting of the minutes and the agendas, we're trying to do them well before hand. There were last minute changes to the agenda that kept being made up until, I think, last night. That's why there were handouts here. As far as the other issues, status of the P Channel, perhaps Mr. Barker.

### John Barker

I actually can't speak to the status of the – I'm going to defer to Alderman Teeboom for that. I can just say that in terms of getting things up on the web, while IT doesn't – that's handled by the clerk in this particular clerk here. We'll talk to the – we'll actually have a discussion with Mr. Lecius about getting something up on from the education channel. IT will try to be more diligent about double checking to see if those things get up there. Even if it's a moving target, we can put the moving target up there so people can see what's happening.

### Alderman Teeboom

All I've got to say is we're about a year behind activating it. My hope was to have it done this year. As you see, there's many things in play. We talked about Court Street. We just approved the contract. WE need some additional funding because we just don't have enough funding to do all of the things that we want to do. There's plenty of funding from the franchise fees, it's just that ¾ of it goes into what I call a black hole in the sky – the general budget. I'd like to get a little bit more money. That takes action through the Board of Aldermen. I've got to be prepared and (inaudible) to do so. We're not partial to do so yet. Our aim is to have the P channel up and running next year.

### John Barker

About 2 months ago I know that in CTAB there was discussion about forming a subcommittee to look into the P Channel to start deciding what instruction would be, and putting the pieces in place so that a recommendation could be brought in front of the Board of Aldermen. I know that I judiciously kept myself out of that committee. I want to continue to do so, but I'm wondering did

that ever get formed and who's on it? If not, maybe we want to get some people to step up to the plate on that so that more can progress on that.

Rick Farrenkopf

I believe it was called a working group or something rather than a formal committee. I believe that myself, Paul Johnson, Alderman Teeboom, and Dennis Ryder and perhaps one or two others said they would participate as well. It seems slightly premature until now to really start working on that. I think the time is fast approaching when we should now that we're about to hopefully award a contract to think about facilities. We should warm that up. I agree.

Ed Lecius

I'll check with the clerk up at the school department on the posting of the E Channel minutes.

Dan Hogan

Good morning. My name is Dan Hogan from Nashua, New Hampshire. I just returned from a 4-day conference out in Minneapolis, St. Paul, on subjects that I found very interesting. It's prompted as a result of watching your video this morning to come on down. I'm a little bit concerned with the conversation and the direction it's going with regard to the education channel. I'm reminded one year ago, perhaps less, we were arguing in here over whether Julia Earl was going to have complete control over that education channel or not. I think we say thank god that it didn't work out that way. I think overall you're doing a good job of working this thing through.

When I hear all the concern about equipment, and location, and some of these other issues they're certainly very, very important but don't neglect the fact that when we appoint an access manager, it's also access to other issues that should rightfully be on the education channel. One of the subjects that was said of the conference I was at was Latino health. We had more Latino people there than I thought existed in the country. Some of the ideas that they suggested were extraordinary. Things that you all need to hear. I could bring you in a video tape in 2 hours that would educate you without the expense of over a \$1,000 that I paid of my own money to go out there to this conference. But a videotape is so easy to develop. I recorded 12 hours of material over 3 days. All of it very, very important. Nobody else videotaped that thing. I have a \$600 camera and a lot of desire. It's very easy to videotape. There are also other things that are done. I was happy to hear, I think Mr. Ryder, suggested there are things being developed that other cities around here, perhaps it wasn't Mr. Ryder, but one of you said there are things developed in other cities that really we could benefit by here in Nashua. I think we need to be open minded to all of these things that either committee or the access manager needs to be very open to things that we know are actually education and belong on the Nashua education channel. So I'd be happy to take any questions if you have any. I commend you for the job you're doing. It's terrific to see a full board here and everybody enthusiastic.

Alderman Teeboom

I was just saying the education access manager, he controls content. The E Channel Committee

really sets policy on what's going to be shown.

Dan Hogan

Okay that's fine. But I just wanted to...

Alderman Teeboom

He doesn't just say I'm going to show – I don't know the content of your Minneapolis thing, but if it fits with the education and we want to know what's this really about, it's not necessarily up to the access manager to decide to show it. The E Channel Committee may want to take a look and preview it. Mr. Lecius is on the committee and I think he could address that. It's not just the access manager that makes the decision whether...

Dan Hogan

Okay but I mean that term "access manager"...

Alderman Teeboom

(inaudible)

Dan Hogan

I'm looking for access to the channel. I'm sure other people are too. Just thinking in terms of what should be on there. With that Latino health, I'm saying the Nashua Board of Health Director should be with access to this because there's so much that the Board of Health Director could and should be bringing forward to the community that we don't ever hear of now. I'm saying if it's the committee that's making the decision be open minded. Understand that education is much more than public school system.

Rick Farrenkopf

I just wanted to thank Mr. Hogan from coming down because I agree with you. I think the content of what we want on the education channel should be very broad and encompasses more than just kids in the classroom but general educational...

Dan Hogan

When I heard you talking about a portion fro every one of the public schools, I said that's wonderful in its place but this is more than the number of public schools. Just keep that in mind.

Paul Johnson

Thank you. I'm delighted you came down too and you brought a lot of good ideas here. Your mention of the Public Health Director – we think that some of this content could also fall under

the government channel as well.

Dan Hogan

Of course, yes. The thing is it's not getting out on any channel now. That's the problem is that we've got these channels and people aren't being invited in to give presentations, and they should be.

Chris Williams

My name is Chris Williams. I serve as the President of the Greater Nashua Chamber of Commerce. I want to apologize for having to step out here and miss my actual agenda item here for you. It's a beautiful day out there and I know you're itching to get outside and enjoy it. So I'll try to make this as brief as possible. The Chamber has introduced a new program with the Board of Aldermen here at the City that we approached Alderman Rootovich with about 2 months ago. We submitted a formal request in which we would open up an official interaction with the aldermen once a month at their BOA meetings. The crux of the program is one in which we will be opening an official dialog between the elected officials here at the City and the business community here on a regular basis. In the past, much of that dialog has take place only when an issue arises to the surface that requires a vote of some sort and business people who may be impacted by whatever that issue is will then call up their various alderman and discuss what that issue is. Then the issue goes forward to whatever resolution they end up with.

The purpose of this program is to be much more proactive with that dialog and start to communicate with the aldermen on various issues affecting the City and the business community on a proactive basis and not just waiting to react when various issues arise that business owners are impacted by. Alderman Rootovich as the Pr3sident of the Board was very receptive to the idea. He then sent out a communication to each of the aldermen on the Board and they took a formal vote here about a month and half ago to approve this program and allow the Chamber to institute it.

Since then, we have brought it a couple of business owners to visit with the aldermen right before their official agenda begins on those various evenings. What we would like to do is allow the television coverage to step in and put this communication, this dialog between the aldermen and the business owners out for the general public to see as well. The r3ason for that is that the issues that are being presented by the business community to the aldermen are those that are city-wide issues. They're not just an issue that affects an individual business owner for one reason or another. It also allows the aldermen to communicate to the business owners what the City is or what the aldermen are thinking in terms of the direction of the City is taking.

I would see a lot of advantage in the opening up and the televising of these covering them so that the general public is able to see what it is the business community is sharing with the aldermen and vice versa. Toward that end, I would like to make a formal request that we would be able to extend that television coverage to these presentations when we do have them with the Board of Aldermen.

Paul Johnson

You stated this would be one time a month?

Chris Williams

Correct.

Paul Johnson

And your description of it I'm still not clear to me – it sounds from the way you described it almost as if it's lobbying activity. Proactive getting in front of the aldermen with suggestions for legislation and changes in policy. So that through my mind in lobbying.

Chris Williams

It's a version of that. What the business owners do is they come in and they talk about what their business is in the City. What the history of their respective business has been in the community. What they think the impact – the City has had on their business, and what they think the impact their business has had on the City in a very mutual relationship. The business owner then uses that as a springboard to talk about his perspective of the City where he thinks the City is heading in one direction or another and what the business community could be doing to support the direction of the City, and what the City could be doing to support the direction of the business community. So in a way it is a form of lobbying, although they're not coming here to talk about one specific issue either for or against.

Alderman Teeboom

Well we took an action to find out more about it. So now we find out more about it. We can entertain a motion or we can think about it to have these presentations televised. Right now it's ad hoc. I mean if it's on the schedule so if you feel CTAB would like to make a motion that directs Mr. Poehnert to televise it – schedule to televise it, that's up for grabs.

**MOTION BY JOHN BARKER TO TELEVISE THE PRESENTATIONS FROM THE BUSINESSES IN THE CITY AS LONG AS IT IS NOT SHAMELESS SELF PROMOTION "INFOMERCIALS"**

ON THE QUESTION

John Barker

If it is the Board conducting research with local business in tandem with local business, which they do at meetings all the time, then it is not all that much different in its content that's standard government activity. I think it would fall certainly within the mission of what we're doing here. It's certainly sponsored, approved by, encouraged by, and with the collaboration of the Board, it is as we said before ½ hour. It's not as though it were encompassing any large expenditure on the

part of PEG to do so. I think it's reasonable. I think at the point it became an infomercial if it were consistently an infomercial, we'd look for the Board to say something about that and do something about that, and then we could act on that.

Ed Lecius

I believe the proper procedure would be to move to take the item from the table and then Mr. Barker's motion would be in order.

**MOTION BY ED LECIUS TO TAKE THE ITEM PERTAINING TO THE CHAMBER'S REQUEST FROM THE TABLE  
MOTION CARRIED**

**MOTION BY JOHN BARKER TO APPROVE THE TELEVISIONING OF THE PRESENTATIONS/DIALOGS BETWEEN THE BOARD OF ALDERMEN AND THE CHAMBER AND CHAMBER COMMUNITY ON BUSINESS ISSUES REGULARLY ONCE A MONTH AS PART OF THE BOARD OF ALDERMEN MEETINGS**

ON THE QUESTION

Paul Johnson

I'm satisfied that the content is give and take between the aldermen and the business community. It sounds interesting. It sounds informative and I would support the motion.

Charlie Matthews

I'm also supportive of this as well. I'm just concerned that it might open the door to other organizations that might want to approach the Board of Aldermen to also have some air time prior to aldermanic meetings. So I'm just concerned we may have to revisit this again. Other than that, I think it seems like a good proposal.

Ed Lecius

I am addressing Mr. Matthews's concerns. I would think we would follow the lead of the Board President and the Board members if it was something they deemed appropriate, then yes we'd probably have to readdress it but I think we'd follow their lead. If they didn't think it appropriate, it wouldn't get to us.

Alderman Teeboom

There was a question raised earlier I think by Mr. Johnson about separating this out on the replay. Is this to be separated out by the replay or is it just part of the schedule.

Paul Johnson

It's only once a month. I think that's less of an issue than what I had originally understood it might be a frequent thing.

Alderman Teeboom

So that's not an issue.

Dennis Ryder

Right now we have a Policy and Procedures Manual which clearly prohibits commercial use of this channel. I see this as a commercial use. These gentlemen are already going down there saying who they are, and stating what the company does, and presumably advertising their wares at the same time is commercial. I don't think it should be on this channel. If you're going to have – stick to the rules and procedures as we have done in the past and we should stick to the rules and procedures. That's commercial.

Paul Johnson

I agree with you in concept, but I think any member of the public can up in the period of public comment and make similar type statements in introducing themselves. Self serving as part of maybe before an alderman's meeting – I do think that this has been recognized by the President and the Board of Aldermen as the more beneficial our formal dialog. Given that that it does present viewpoints on issues, I think it is legitimate government content.

Dorothy Clarke

I was just going to clarify that this is a meeting of the Board of Aldermen these half hour scheduled presentation, dialogs, whatever you want to call them. They are a meeting of the Board of Aldermen. I think they would fall under Appendix A which is a government program. It's a meeting of the Board of Aldermen.

Alderman Teeboom

I was just going to concur. I was reading Appendix A and it talks about citizen participation the process of democracy at the local level by televising the conduct of public business by government bodies. When a specification is made before the public body that is part of the public body intents of televising part of the citizen's interest to know what is being presented to that public body. In fact, it ought to be an interest to know. It's sort of lobbying in that saying while we are something, but they're not talking about specific legislation. They're not saying – I haven't heard that – they don't say we endorse or oppose O-07-49. They don't do that. They talk about what a person in the community and what may be of interest to emerging legislation – downtown hours of operation as an example. That's of citizen interest because citizens ought to know what's being addressed to the government body, to the public body, and what's being talked about. It's certainly open to the public and they can see it. WE already have a legal

