

CABLE TELEVISION ADVISORY BOARD

MAY 11, 2007

A meeting of the Cable Television Advisory Board was held Friday, May 11, 2007 at 8:35 a.m. in the Aldermanic Chamber.

Members of Committee present: Andrew Cernota  
Brian Morrissey, Fire Chief  
Ed Lecius  
Dennis Ryder, Citizen Representative  
Alderman Fred Teeboom  
Paul Johnson, Citizen Representative  
Rick Farrenkopf

Members of the Committee absent: Dorothy Clarke, Esquire  
Nick Darchik  
Charlie Matthews  
John Barker  
Kathryn Vitale  
Rick Wood, Fire Marshall

Also present: Jeff Poehnart

READING OF MINUTES OF PREVIOUS MEETING

**MOTION BY ED LECIUS TO ACCEPT AND PLACE ON FILE THE MINUTES OF THE MEETING FOR APRIL 13, 2007**

ON THE QUESTION

Alderman Teeboom

The only point is I did not see it on the CTAB web site. We're talking about the April minutes now?

Andrew Cernota

Yes.

Alderman Teeboom

I did not see it on the CTAB web site. Maybe we don't have a clerk at this point, but if you would check on that please.

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Andrew Cernota

Yes. I certainly will. I think very much is related to not having a clerk.

### **MOTION CARRIED**

### WRITTEN COMMUNICATIONS

- Letter from Kelly Dowling on behalf of CTAB to Robert Sullivan regarding CTAB's decision last month
- E-mail from Mayor Streeter to CTAB Chair appointing a new mayoral representative – John Barker
- Collection of e-mails from Larry Hersh, Bryan Christiansen, and Andrew Cernota regarding Comcast consumer service and pay-per-view failures with regarding to boxing match (attached to agenda)

### **MOTION BY ALDERMAN TEEBOOM TO ACCEPT THE COMMUNICATIONS AND PLACE ON FILE**

### ON THE QUESTION

Alderman Teeboom

I understand the letter to Mr. Sullivan, and I certainly understand the other letter. I don't understand why the communications from Larry Hersh – and there's quite a few e-mails here, back and forth with Bryan Christiansen. I presume its Bryan Christiansen who is the Comcast representative?

Andrew Cernota

Yes.

Alderman Teeboom

I can't quite figure out if this is a personal issue or a CTAB issue. Therefore, I would like you to quickly address this because I just got this the other day. Would you please tell us why this is on the agenda?

Andrew Cernota

It's on the agenda one of the traditional functions of CTAB is to try to address consumer issues within the City and to keep tabs, to some extent, on ways that we can both help the subscribers

and relay complaints to Comcast if that comes up. This isn't necessarily an issue that we need to take substantial action on. But since it was addressed to me as Chairman, I felt it was important for the CTAB members to see the correspondence as it related to issues. I had hoped that Mr. Christiansen would be able to come here to brief us on their customer service. Short answer, there's not much that we need to do about at this point in time because neither of the parties are here. There's nothing really for us to discuss beyond just if people in the community do raise issues as far as how they've been treated by Comcast, certainly we want to do what we can to lend them support in their dealings.

#### Alderman Teeboom

I want to make a point about that. In our franchise agreement, CTAB is responsible for making sure the franchise agreement is adhered to. So complaints that citizens may have if they don't get a good answer through Comcast, it comes to this board. If you get enough of them, then we should take action. I'm not sure exactly what action we can take. As you can see, Bryan Christiansen is not here. He hasn't been here for quite a number of meetings. I understand there's been a complaint and maybe Rick Farrenkopf can address that as well. That there is some problems in the North High School connections. Barker told me, he's not here, so we can hold it. He's asked Comcast to take care of that. He told me for weeks now they've tried to get Comcast to take care of that and they have not. I do not know the details. All I know is that's another concern. If there is a problem with Comcast that they are not taking service of us, we are a customer too. The high school is a customer, and they're not taking care of response time of the customer's like Mr. Hersh, then something needs to be done. I don't know exactly what can be done. But I would suggest that you bring this up on the agenda the next time you meet and ask Bryan Christiansen to appear and make some attempt.

#### Andrew Cernota

I spoke with him yesterday. He is planning to attend our next meeting.

#### Alderman Teeboom

All right. Maybe we could put together some questions for him. Maybe you as Chair could prepare some question for him or talk to Mr. Barker about some issues that he may have or Mr. Farrenkopf may have issues – they do have some issues with the school.

#### Jeff Poehnar

Alderman Teeboom I've been dealing with that over at the North High School as far as Comcast goes. I still don't have a satisfactory answer. It all comes down to in the agreement they make the drop to the high school. They originally were saying that what we had was we had a problem in the northern high school lecture hall where the return residential feed has bad audio on it. They were saying well that's internal to the high school. But then on further investigation, on April 18<sup>th</sup> when we started the Board of Education the first test, the live television, that was the first time that it had been used or tried to be used since it was installed by Comcast. So they did not the proper testing at least in my mind. So that's the line I'm taking right now is trying to get

them to come out there and find out exactly why it's not working in there. I have a work around for the next Board of Education meeting in case so we can go live, but that's what I'm waiting on.

Rick Farrenkopf

And just to further clarify, when we did the testing after Comcast did the installations, what we did was we tested all of the feed jacks from the modulator, which are how transmission goes live. We did not test that return feed. That's just a regular residential feed like any other in the high school. That residential feed happens to not get good audio. At the prior Board of Ed. meeting in order to record, what we had done is we went to our library where we have residential fees – there's residential feeds in every classroom in the high school. We went to the library where there's a VCR hooked up. That's how we recorded that meeting. But obviously we don't have – you know the cable folks having to do that. So we're trying to make that residential feed or some other mechanism to have an ability to record that meeting. The live feed works fine. It's just the recording of it that's problematic.

**MOTION CARRIED**

Financial Statements

Jeff Poehnt

Thank you Mr. Chairman. On the budget – the CTAB financial report for the month of April 2007 has been submitted. The current balance of operating account 6013 is \$237,545.55. I've passed out this morning a revised ledger. The reason is the \$25,000 that was showing up for the equipment account was showing up last month under the operating account. Last night late we were able to identify that that was put in the account in error in October. But the \$25,000 actually is in the 6012 account. It actually did in the end go into the 6012 account properly. It was just showing up operationally in the operating account. So I corrected that last night at about 5:30. So I figured I better bring it in in person today – the revised. I will send electronically that revised number to everybody today.

The current balance of the capital equipment fund - account #6012 is \$145,086.18. Our expenses for April of 2007, including salaries, totaled \$6,536.81. Our PEG staff has reported a purchase activity totaling \$2,916.57 in April. Our purchase activity in April was we bought a scan converter to upgrade the South High School PowerPoint slide show. That's how we're not showing the bulletin board on Channel 99 at the moment.

We also built an audio bridge in the North High School enabling us to broadcast over the education channel 99 on April 18<sup>th</sup>, and we will use that same bridge on this coming Monday, May 14<sup>th</sup>. That's where Mr. Farrenkopf had just said its working fine. In other words, the live feed out of there because of this is working beautifully out to everybody's house. We bought a Sony DVD VHS player recorder for dubbing. After the noreaster in April, we identified a problem in the Spit Brook Fire Department as far as an Avalon composer goes. That's the piece of equipment that puts out the bulletin board on Channel 16. What was happening was when it would take a glitch, it would take at hit, it would go down. So what we did is we bought the UPS

or the battery backup for it so to make sure that from now on because that bulletin board is what we're using in emergencies to get the word out to the public from this medium. So that should solve that problem. We bought flash readers for the DVRs that we're using to transcribe the meetings. Then we had a number of different purchases for the Auditorium upstairs – different microphone setups. A lot of it being wireless.

Operationally, the IT staff continues to successful implement the online coverage scheduling and organize videotape storage and archiving. That is working very well. All the videographers are very diligent about how they log their tapes in, and we have had no further problems with tapes being erased or recorded over when they shouldn't be. So that's been working very well.

We had 31 cablecasts for a total in April. That included 24 meetings were covered live and 7 meetings were taped. Then the rest were playbacks that we play back on Friday night and Sunday night on Channel 16.

Some of the technical problems we had – the Zoning Board meeting of April 24<sup>th</sup> in the Auditorium had audio missing partially on the tape. As a matter of fact, most of the tape the audio was missing. It did turn out to be videographer error as in the way the audio plugs were plugged in. We've revamped the procedure in audio up there completely different way of doing audio. That seems to have solved the problem, and it made it a lot easier to record in the Auditorium.

We had audio problems in the North High School as we just explained before. This was the issue we're talking about. On the residential return feed, in the April 18<sup>th</sup> – as Mr. Farrenkopf has just stated that in the April 18<sup>th</sup> meeting, the work around was to record out of the media center that night where they were receiving a residential feed that had both very good audio and very good video. Actually, today, we're going to go and work out a way to record it in the actual lecture hall before it goes out to air. In other words, we'll have a very clean audio and video recording of it. Then at least at this point, we can see the residential feed coming back to make sure that we're on the air. Again, we don't have the residential feed problem solved yet. We now will have the capability of recording the meeting from where the cameraman is. So that's what we're going to do today.

The Aldermanic audio in the chamber has intermit static problems that we've traced down in interference within the cables, but we don't know really where it is. So we're waiting for an estimate on rewiring in here, actually all the way through each one of the desks. We don't have that estimate yet, so I will get that to you as soon as we do.

#### Alderman Teeboom

Can we hold a second? Can we make questions as we go along it would be easier?

#### Andrew Cernota

Yes, please do.

Alderman Teeboom

On this point, I understand that there's some wiring in the desks and all that here. I have a question. Where does CTAB – maybe we inherited the entire responsibility of improper wiring in this chamber? I remember having a brief discussion with Janice Tremblay who's the building manager. There has to be a point in which CTAB walks away and the building maintenance takes over. Have you resolved that question?

Jeff Poehnart

I have not. I would probably defer that to Director Barker. He's more adept at that at this point than I am.

Alderman Teeboom

It may just be a minor (inaudible) or something. But if it's a major expense, then that's a building problem. We already took some criticism from Paul Johnson that says some of this stuff is going to be paid for by the City. We don't ever – cause we want to have this whole system be good. Everybody is very happy with it. If you could just check into that and find out.

Jeff Poehnart

All right. Okay.

Paul Johnson

It seems like we may have transitioned seamlessly from the financial report into the rest of the PEG Manager report.

Andrew Cernota

I think we did.

Jeff Poehnart

I'm sorry.

Paul Johnson

I did have a question on the financial aspect and a possible motion as well. Just point of clarification. This document and the draft said there was \$262,500 and change in the operating budget or account. The one you handed me says it's 237. So the 237 is correct?

Jeff Poehnart

The 237 is correct. If you go back to October 4<sup>th</sup>, actually in the one that I had sent you originally

because it's been taken out in the newer one that I gave you. \$25,000 was posted to the 6013 account in error. That's why it's been \$25,000 above or wrong.

Paul Johnson

And that wasn't in the wrong account; it just shouldn't have been in there at all?

Jeff Poehnat

Right. It was posted. It actually was in 6012, so the numbers in 6012 are correct all the way through.

Paul Johnson

Okay. So this gets the point of my question. It makes it even more important because I've been doing some back of the envelope calculations on what our burn rate and on how much we have available for the design and implementation of our new facilities. We only have \$145,000 in our capital budget. We have \$237,000 currently in our operating budget. I had already been prepared to make a motion to the affect, and I'll craft it in a minute, that we set aside from a reporting standpoint on this spreadsheet for future months, that we show the total in the account. Because you have to show that. But that we then below that show a line item that shows less reserved for design and construction of facilities and show available operating funds as a final subtotal there. I really think we have to all times as we move forward know how much we really have to work with from a capital standpoint. It's disheartening to learn that it's actually \$25,000 lower. It was already a pretty low number.

I'd like to make that motion that we change the format of this. It may be a question of the IT Department. I'm don't know if it needs to be a motion or not. But that we change the format of this spreadsheet so that below this total we show a line that shows less reserve for capital purchases and design related to new facilities or however we want to word it, and then show a balance available for operations. I would propose in that motion also that we set aside 90 percent of the current funds showing in that account for that purpose and leave 10 percent, which is more than adequate for operations.

**MOTION BY PAUL JOHNNSON THAT THE FORMAT BE CHANGED ON THE SPREADSHEET SO THAT BELOW THE TOTAL SHOW A LINE THAT SHOWS LESS RESERVE FOR CAPITAL PURCHASES AND DESIGN RELATED TO NEW FACILITIES, AND THEN SHOW A BALANCE AVAILABLE FOR OPERATIONS. ALSO THAT 90 PERCENT IS SET ASIDE OF THE CURRENT FUNDS SHOWING IN THAT ACCOUNT FOR THAT PURPOSE AND LEAVE 10 PERCENT FOR OPERATIONS**

ON THE QUESTION

Paul Johnson

Just to comment further on that, if I can discuss that?

Alderman Teeboom

Was that a motion?

Paul Johnson

That was a motion.

Alderman Teeboom

Why don't we hold for the financial report. That's going to be in discussion. I have some (inaudible) that. You interrupt to ask about the financial – to reset back from the technical report back to the financial report, now you're into motions and changes. So I'm getting a little confused. Can we just finish the financial report? Are we finished the financial report? I got lost somewhere?

Jeff Poehnart

I'm sorry. My lack of experience here. I think I jumped the gun.

Andrew Cernota

Yes. We did kind of transition there from financials to the programming report. Maybe we could go back, accept the financials, address the motion, and then we'll go back to the programming report so that we keep things straight.

**MOTION BY ED LECIUS TO ACCEPT THE FINANCIAL REPORT AS CORRECTED AND  
SUBMITTED  
MOTION CARRIED**

Paul Johnson

On to that. Our current run rate, looking back at the monthly budget for expenditures in this spreadsheet, it looks like we're spending if you take that on a quarterly basis just under \$20,000 a quarter. The minutes from the last meeting said that this quarter is going to be the highest because more meetings related to the budget process. So I'm assuming \$20,000 is a pretty safe number based on current staffing and operation expenses. It should actually be a little bit less. We're getting currently \$58,000 or something? How much was it? Quarterly. So that would let us set aside until we actually have facilities and ramp up staff and what not about another \$38,000 a quarter. So given that, it looks like going forward we need to be setting aside the excess, the surplus into this kind of reserve. We don't want to set up another actual account in the City's budget system. I think we can just show it on our (inaudible) reporting.

Jeff Poehnart

But you want it to be showing up on the report?

Paul Johnson

Right. Do we know how much we all – have our (inaudible) how much we actually have to work with.

Alderman Teeboom

We have to be a little bit careful here. The account 6013 is the operational account. The 6012, and I may go backwards – it's been a while since I looked at it, but the 6012 is the capital account. The capital account only goes up to a total, and it's all we're going to guess, \$201,000 it stops. Okay. The operational budget, this one too, keeps going at \$50,000 every quarter. Those are accounts set up in the City's accounting system. We can't change that. We don't want to change it. It's all in the Policy and Procedure Manual. So what I think you're suggesting is since we're taking in more in the operations budget, but we want to reserve some of that money for system design, your motion, I think, is to – I'm not sure what percentage or whatever, it's not clear to me. However, you cannot change this accounting scheme because you cannot assign new numbers. What you can do is have CTAB have another account where we ourselves, because we control our whole funding – it's all capital reserve funds so they our control, and if you want to set some operation money aside for other purposes. I'm not totally sure why you want to do that. Because the capital reserve fund is going to stop. We're getting another \$25,000. I believe on more installment, correct? And that's it.

So basically that capital reserve account is going stay static and that's going to draw down if you take from it. The only income is going to be the operational budget - \$50,000 until we get the Board of Aldermen to give us more money out of this, as you can see, there's far more coming out than CTAB is getting. That's what the (inaudible) on the first page is all about. The quarterly franchise fee structure. So that would have to be an internal measurement. Really I don't exactly know where we are yet. We haven't got the design. We're going to talk a little later about design. I don't know what it's going to cost. We haven't gotten the design to cost yet. We're barely getting a contractor on board. I think it's too early. I think it's just too early to do that at this point. That's just my opinion.

Paul Johnson

I strongly disagree. The whole point of what I'm proposing here is that calling these funds operation funds is misleading and inappropriate in terms of our own thought process and for planning and budgetary purposes. None of the \$237,000 currently in the operating account will actually be used for operations, except for whatever we spend this month. We get another payment in from Comcast next month. So honestly, essentially, all of that \$237,000 – not that I'm proposing we take all of it and account for this way, but all of that is really money that is in the bank and will never be used for operations. Operations is a going forward expense. You can't operate in the past. So taking those funds out of operations and on a ledger adjustment here in

terms of just our own spreadsheet, our own reporting, and starting to build an accounting budgetary fund for how much we are going to have available for the design and the facilities. Let's just have a number we can work from. Everything you said is true about the 2 funds. I'm just looking to have in our thought process and our own budgeting a number that we can look at every month we meet and say this is how much we have left in real, what we're thinking of as capital – and that I'm also including obviously the design which I guess isn't really a capitalized cost, but for what we're going to use to build our facilities here.

Rick Farrenkopf

I think what I hear Paul suggesting, and it does make some sense to me, is granted this is our budget in the City and these are our 2 accounts, and we're not going to change that, and that's working well for us from a reporting perspective. But I think what I hear Paul saying is to try to do some internal CTAB budgeting in the sense of as we continue to get income from Comcast per the franchise agreement and money we've already received, try to figure out what we need to operate on a monthly basis knowing that we have a lot of infrastructure and facilities to develop in terms of equipment, etc. to put aside money towards that initially and ongoing knowing that we need that money, and kind of live within our means as we move forward operationally. So I think it's just an internal almost like a – I don't want to say for savings to give the wrong idea, but just to set aside money that we know we need to move forward for building infrastructure and kind of get ourselves used to how much we need operationally on a monthly basis and kind of just internally separate those 2 numbers is what I think I hear Paul suggesting.

Paul Johnson

Exactly. Thank you for clarifying.

Jeff Poehnart

So given our history of expenses thus far, so if we started right from next month when we get the \$58,000, we take \$38,000 over here and then we take the \$20,000 and work down from there? So this 38 is basically we're showing it on the side that it's going to go towards a facility?

Paul Johnson

Yes. I might not be quite that aggressive because you want to have a little emergency money.

Jeff Poehnart

Or something like that.

Paul Johnson

Of course this is not a hard – you can't touch a thing anyway, but I would set aside most of what's in our current account now in that and then go forward as you suggest that we as a committee every committee decide how much to move into that.

Andrew Cernota

Is there any further discussion? Perhaps Mr. Johnson could restate his motion.

Alderman Teeboom

I don't understand the motion.

Paul Johnson

I'll ask a question. Does it require a motion or does is it just asking IT to add 2 more lines on the report? Does that require a motion?

Alderman Teeboom

Yes. Because the account 6012 and 6013 are set. So you can't arbitrarily adjust those 2 accounts. That is City's accounts. If you want to do independent accounting for internal ledger process, the accounting department doesn't care. It's up to us. I personally am not going to support that because I think I can see 260 - 2,000. I know all of that is available if we wanted that, and it just keeps adding. I don't know what exactly that purpose of this type of thing. I do think it takes a motion because it sets up an additional accounting structure. I'm not saying to change these lines. You cannot change 6012 or 13. Those lines are – you have to set up another ledger – that's 2, 4, 3 lines that call internal CTAB accounting. We can shift in and out of that at will. That's all.

Rick Farrenkopf

Maybe for the purpose, just moving this forward, let me try to make a motion just to see if there's any support for this. I'll make a motion that we add a line in here just for us internally for our own internal reporting to put some sum of money, that we could decide later in another motion if there's support to doing this, just to reflect the fact that we would like to earmark this money and save the money towards infrastructure improvement so that we're differentiating that money from our operational money knowing that all of the money is available. It's nothing hard and fast. It's more of just an internal planning mechanism for us so that we can see. As we know these numbers coming forward when an RFP gets created, we can kind of more visually see how much money we have to spend towards that once we understand how much we need operationally. So the motion is just to do something like that to see if there is any support. Then we could move forward if there is none. If there's no support, there's no support.

Andrew Cernota

And that replaces your motion?

Paul Johnson

That I'm happy to have that replace my motion.

Andrew Cernota

Okay.

**MOTION BY RICK FARRENKOPF THAT A LINE IS ADDED FOR CTAB INTERNALLY FOR CTAB'S OWN INTERNAL REPORTING TO PUT SOME SUM OF MONEY TO REFLECT THE FACT THAT CTAB WOULD LIKE TO EARMARK THIS MONEY AND SAVE THE MONEY TOWARDS INFRASTRUCTURE IMPROVEMENT SO CTAB IS DIFFERENTIATING THAT MONEY FROM THE OPERATIONAL MONEY KNOWING THAT ALL OF THE MONEY IS AVAILABLE TO BE USED FOR AN INTERNAL PLANNING MECHANISM FOR CTAB**

ON THE QUESTION

Alderman Teeboom

I need to know an amount? A line item...

Rick Farrenkopf

My first motion is just to see if there's any support for doing it rather than argue about the amount. If there's no support in doing something like that, we can move on. If there's support for doing something like that, then it would require another motion. I'm not sure if that's appropriate Alderman, but just to try to move the conversation. It would need another motion if there's support to put some amount of money.

Dennis Ryder

Is this still open for discussion at this point?

Andrew Cernota

Yes it is.

Dennis Ryder

Couldn't we solve this a little simpler by having the PEG Manager report on his financial – just 1 line in there to reflect what it is down what we're asking for rather than go into another account and set everything up here?

Jeff Poehnat

This is my admins printout of 6013. Obviously I can't touch that. That's the account. That's what it is. But in my Excel matrix spreadsheet, I would image add another line and we'd just split it up that way. Obviously it doesn't change the account.

Rick Farrenkopf

It would be a planning line. It's our planning line. It's nothing official.

Jeff Poehnart

For us, internally. That's all. Yes.

Alderman Teeboom

I still think right now I'm looking at this sheet and I see 2 numbers. It takes 2 seconds to add them up. One says 237,000, one says 145,000. So I know that we have to spend, and you said all that money is available, is almost \$400,000. If you decide to take almost all of that 237,000 – let's say for the sake of argument you made 200,000, then we'd have to take a vote by this board to put that in that special line item. Then every time we meet we'd have to vote on putting a special line item. The PEG Manager is not authorized to put that money in. The Board would have to allocate. So we'd take a vote.

I'm not supporting it because I said it's too premature. But if we are, you have to put a number in there. You've got to tell the PEG Manager to put in 237,545 or 230,000, or 200 and you have to adjust that every time you meet if you decide to adjust that. That's the point on that one.

Paul Johnson

My point is that you can't look at those numbers and see how much we have available because we have revenue posted quarterly. So we have to forecast the next quarters expenses. You have to subtract out in any given month how many months remaining in the quarter there are before you get the next Comcast fee, etc. So the whole reason for this is because it's very hard to do the math and see how much we really have on any given month. It isn't consistent calculation. If we set aside, it just helps us every time we look at these documents to focus on for planning on what we really do have available on the capital side. I don't see this controversial at all. Just helpful.

Andrew Cernota

Would that line item essentially be a projected quarterly balance for that account rather than a separate line item as far as capital or, I guess...

Paul Johnson

What I'm looking for, in my original thought process, was that we take this large number and move most of it out of there and into something that starts setting aside the funds for what they are really going to be used for. Then going forward, the PEG Program Manager may estimate, and we will discuss what next quarter's budget looks like as new hires may come in, new equipment needs to be bought, and what not, and set aside what's necessary that what isn't going to be used for "operations" and set aside some more money into that kitty in our internal

budgetary line item. It becomes something – it helps us manage the budget going forward.

Rick Farrenkopf

I was just going, again, clarify. In my mind, all we're proposing – all Paul's proposing which I guess I'm relating to, is changing the way we report our number for ourselves. It's not moving the money technically. I don't see it requiring a vote in the future to move money out of that. We just spend the money and decide that we're going to update our spreadsheet appropriately. So it's just a visual planning tool for us, nothing official. If we want a number, I guess and I'm not even sure if this is what Paul's thinking, we would allot all of the \$145,000 in the capital account and perhaps 175 of the 237 in the operating account, or some number like that, and just say we hope to use that money for our infrastructure. We're going to try to live within our balance knowing that we get approximately \$50,000 every quarter into that account. Then each quarter we could say you know we're doing well. We're operating well. We're getting an excess in this operating account again. Let's move \$50,000 into this other reporting line. Then that's all it would be so that we can say gee that number is starting to build up. We know how much the consultant is going to cost. We've got an idea of how much the equipment is going to cost. We're a bit short. We need to plan it out. So it just helps us project I think.

Alderman Teeboom

We need a number to put in because the PEG Manager would have to be directed to put a number in there.

Paul Johnson

Well it's your motion, but the 237 less 15,000 – why don't we make it 220,000.

Rick Farrenkopf

When would we get the next quarterly installment in? Do we know? We got the last one in March. So the next one won't come in for a little bit, right? So I think my motion might be to move – if that's the numbers that we think we could live with maybe \$200,000 instead of what Paul is suggesting leaving 37 in that account. Again, we're not moving it out of the account. But to put \$200,000 plus the 145 into a line item, and it's just somewhere visually on the spreadsheet, we could call it our infrastructure planning number or something like that. It's just for us. There's nothing official about it. It's just really reformatting a report to try to differentiate operating expenses on a monthly basis from monies that we're trying to set aside for infrastructure, which is still available to us obviously.

Paul Johnson

That's exactly right. Just for clarification. We really do have to have the amount that we're transferring out or holding back out of this account under this number. Then if we want to have that number –

Andrew Cernota

It's the 6013?

Paul Johnson

Yes 6013. Then below on this spreadsheet if you want to add another block that totals what's in 6012 and that number to give us an actual – set aside for capital, that would probably be clearest.

Andrew Cernota

Okay. And that's an amendment to the motion to include.

Paul Johnson

Yes. That's an amendment.

Alderman Teeboom

Clarification. Let me understand the motion. We are not adjusting the 262. That stays the 6012. We are not adjusting 145. You're basically going to add another spreadsheet, either worksheet or another entry on the running tab – the best way to put it. You put in there and say planning purposes, infrastructure something, and now you're going to put in the motion I think it's \$200,000 – at one point –

Rick Farrenkopf

My motion was 200,000 of the operating number to reflect there in the entire amount of our capital equipment.

Alderman Teeboom

So that number would say 345 to add these 2 numbers together, say the infrastructure planning that would be – I would suggest you put it right on where these 2 numbers are and call it "internal account structure". If that's what you have in mind, I'd support that. As long as you don't touch the basic accounting structure. You're going to get accounting very upset. All right.

## **MOTION CARRIED**

Andrew Cernota

If Mr. Poehntart could take care of that going forward.

Committee Reports

- PEG program report – John Barker and Jeff Poehnart

Jeff Poehnart

We have a staff of 10 trained contracted for videography playback. We're currently developing a standby list for future requirements. I think we will be, obviously, having future requirements as we go along and build the facility. Our operations manual – we continue to streamline the videographer procedures – online tape logs, tape replay forms, tape archiving, and then preferential record and replay according to Section 2-109 of the Municipal Channel Programming Ordinance. So I know which replay tapes are at the top of the list, which are the ones are the most important ones to replay. We're updating the camera setup procedures and diagrams. One example was that the audio setup up in the Auditorium that we had to revamp.

Inventory. I will act with more diligence than has been possible up until now and will update on the progress over the coming months. I have not been able to do that as far as our inventory of equipment goes. I will be more diligent in that in the coming months.

Alderman Teeboom

Can I ask a question please?

Jeff Poehnart

Yes.

Alderman Teeboom

At this point, the operations manual. I'm very interested in that. Are we now using the quick check for the recorders upstairs? I understand we have problems upstairs. We're now using quick procedure so there's no mistakes?

Jeff Poehnart

You mean on the audio?

Alderman Teeboom

On the audio.

Jeff Poehnart

On the audio, yes.

Alderman Teeboom

So the same is here. It works very well. The speed program does not fool around, and there's no more mistakes made.

Jeff Poehnart

And Planning and Development has just taken delivery of 3 new DVRs under their budget. It has nothing to do with us, but they're following suit with what we sought.

Alderman Teeboom

Planning and Economic Development.

Jeff Poehnart

Yes. So they have their own DVRs. Their own digital recorders.

Alderman Teeboom

So that's working well now. Fine. That's what I basically wanted to know. Thank you.

Jeff Poehnart

Production. Jim Pfeiffer of the School District has created 2 ½ hours of programming. I think maybe its 3 hours of programming our content from his students' productions, and the content is going to be reviewed during this month. Just for suitability to go on air with the educational channel, but Mr. Pfeiffer and I have talked many times and actually I've seen most of what his students are putting together. He's been very forward with his students as far as that this probably going to go on air. They're (inaudible) as if it is going on air. Meaning they're cognizant of their language of what they're talking about, what their subject matter is without losing the substance of it. So that, again, is going to be reviewed during the month. Mr. Pfeiffer has come up with an interim system, an interim type of software. Kind of an auto cart system, a play list system in the computer that he can take this program content in a list, schedule it for air at a certain time, then it will override the bulletin board that is on Channel 99 as it's going, and put this programming over the air once it's been approved. Then you can loop it as well. So it can keep coming back at a certain time. It can loop 24 hours a day if we wanted it to. He tested that out on May 8<sup>th</sup>, and it was successful. So he has written to Stacey Hines, and that's where they're going forward with that right now on the Educational Committee.

Paul Johnson

I'm really intrigued by that mention. So they basically created a homegrown server it sounds like where it's doing playback. Is that something that Channel 16 might be able to use the same kind of technology in the interim?

Jeff Poehnart

I have that on my CPU in my office. I'm testing it.

Paul Johnson

I take it that would not necessarily – that would have to replace the Avalon composer on a short-term basis because it wouldn't have the ability to override that?

Jeff Poehnart

Yes. I'm not quite sure how we'll interface it with that. Basically that is one of the things that I have to work out. I would love to be able to override that through a modulator here when we have programming content other than the bulletin board. Then it goes back to the Avalon when the programming is over. Or we might just do it internally and we wouldn't have to use the Avalon.

Paul Johnson

That used PowerPoint for the slides?

Jeff Poehnart

The used PowerPoint for their slides there. In the Avalon, basically we create – well we can create anything with the Avalon, but it's created in PowerPoint and then put over to JPEG.

Paul Johnson

So we'd basically just replace the Avalon at least for a period of time and save a lot of money on videographers and have more playback. This would be fantastic if we could do it. Thank you.

Jeff Poehnart

I will be reporting on that in the future as well when I experiment more with the software.

Our accomplishments. Again the test broadcast of the Board of Education meeting was able to air live on April 18<sup>th</sup>. It was a work around from technical problems we've already discussed as far as the audio. But we were able to do it. It went successfully. Again, when you're starting a broadcast or ending a broadcast at this point it's pretty rough as far as it's not a smooth transition from the bulletin board over to the live broadcast. Once it's going, certainly the feed itself, the broadcast itself was clean and it was good. The next live test is scheduled for May 14<sup>th</sup> with an official inauguration of the education channel tentatively scheduled for May 21<sup>st</sup>. We'll just see how that goes. That's when they'd like to launch it basically officially.

I have been over and accomplished the site survey of 14 Court Street. In that site survey, I concur with IT Director Barker that this site is an excellent candidate for the CTV system build. It's in the downstairs of Court Street. The area that we'd be using is the old studio there. The old theater. I had an electrician to do a site survey last week. He has, actually yesterday, come up with an estimate. Of simply bringing to code, now this isn't necessarily going to – this won't bring it up to the level of our needs. It came up to \$1,400 for actually bringing that up to, which is very

low. I say it because that is the number. Basically that's going to just bring it to, again, the electricity in that room to code. It's not going to suite our purposes. I've got to take the next step now and see as we go along, we're not going to know right away until we obviously until we decide who's going to build the system and then they will give their recommendations as well. But at least it was something positive. I thought it was a lot less to be done than I thought had to be done in that studio.

Dennis Ryder

How much was the figure again?

Jeff Poehnart

\$1,400. Again, just to bring it up to code in that room.

Inside City Hall is the informative talk show. I know they've done a few programs already. We just shot this last week on May 18<sup>th</sup> a new one with IT Director John Barker as Mayor Streeter's guest. That all went well. It's being edited right now. So it probably should be ready by next week. The next segment planned will be the Nashua City budget process with Maureen Lemieux and Carol Anderson.

Alderman Teeboom

There's a question there. Do these get advertised on Channel 16? And do you repeat these programs quite frequently?

Jeff Poehnart

This is the first one since I've been here that we've done. So I don't know. I haven't gotten that far because we haven't broadcast it yet.

Alderman Teeboom

I'd be very interested to see these repeated. Of course, it has to be funded within the budget. But for instance when Maureen Lemieux and Carol Anderson appear, they've got more knowledge about budgeting than anybody that I know of. They're very good at explaining it. Especially in understanding it. It's complex. I think a lot of people would be interested in knowing how that 220 million plus is being spent. This is one way to find out other than watching these endless Budget Review meetings. This would be a more compact and hopefully more instructive way to look at it. So I'll be very interested to see these repeated – certainly Carol Anderson and Lemieux if you would check into that. (inaudible) I think that's a general opinion on that.

Jeff Poehnart

Yes. I think we should repeat it often. Of course as we get a number of these in the can and

they're finished products, we can keep repeating them over the days during the week. That would be good. Yes we can put it on the schedule as airtime.

The install has been completed and tested with most outstanding issues resolved. Again, as I mentioned, we're looking to see about the static sound in here in the aldermanic chamber. The Auditorium upstairs is pretty much good to go. Everybody is pretty happy with it. We've got our as-built diagrams. We're still waiting for one as-built diagram here in this room. They've taken all the information and they just haven't given it back to us yet. So that's basically as far as the outstanding things go, that's the only outstanding in here other than the issue that cropped up about the static over here in the chamber.

The Morance DVRs and transcription procedures are being adhered to and the support by the staff has been very favorable. They're really getting used to it now. One of the things we did, the digital recorders that we bought, there isn't really a hugo version of them. I mean there's not a striped down version. Unfortunately the options that come can be very complicated to anybody walking in. What we've been able to do is through the manual, we've been able to lock out a lot of the options. Basically take the electric windows and the heater in the front seat out just so they are very easy to put down on the table, plug in, and go, and record. They seem to be working very well. Somebody that doesn't know how to use it takes about 5 minutes to show them and they're off and running with it. They've been working out very well. The audio minutes are posted on the city website.

System design. Ben Dalianis continues to work on the surveys. Completion has been slow due to individual schedules and time constraints. The education committee members should complete their surveys by the second week of May, which is basically now in the next week. So I'm waiting on that. Hopefully we can finally get those completed by the end of May – of this month. On the system design, the big deadline of April 16<sup>th</sup> at 10:30 a.m. was met by 4 bidders. Two finalists were chosen and clarifying questions were forwarded to each with a deadline of May 10<sup>th</sup>. Those 2 that we sent the clarifying questions to have given us their responses. So what we would like to do is we would like to make a vendor selection recommendation and submit it by May 18<sup>th</sup>. Then we'll ask for an ad hoc CTAB meeting so that the recommendation can be submitted by CTAB to the Finance Committee no later than May 31<sup>st</sup>.

Alderman Teeboom

What is an ad hoc CTAB committee?

Andrew Cernota

I think it would be a special meeting of CTAB. I would call a special meeting. So I'd schedule the information as far as when meeting rooms were available.

Alderman Teeboom

Okay. So you're going to call that schedule. I would ask that you give a fairly good explanation. I'm on the technical team. I prepare and look at the responses. I think CTAB ought to be

announced so we get as many of our 16 members here present so we can make an informed decision who to go with. You've got 2 finalists. They're both attractive finalists. That's all I'm going to say at this point. You haven't made no choice. The decision is an important one because we've got to make the right decision. You make the wrong decision; there's no turning back. We're on the train, and that train is going to take us to the next destination or it's going to crash. It's as simple as that. We haven't got a lot of money to maneuver around the crash. So I'd like to see this well advertised, make phone calls, make sure people know it's going to be there. So the decision CTAB makes after the presentation – are you going to make a PowerPoint presentation? You may have talked about just handouts.

Jeff Poehnart

I'm not quite sure yet. It will be a formal presentation.

Alderman Teeboom

(inaudible) good presentation about what we're asking for, what we're expecting to be done, and the 4 phases or 5 phases if I recall, why we selected, what we expect from this outcome. Compared to it now, it's in public. Okay. So the 2 are combined and you have to – it's not a disclosure issue is there? Do we have a privacy issue about the proposals and exposing them?

Andrew Cernota

I'd probably need to refresh my memory on those exceptions. I would expect that it would depend on the content of the proposals to some extent whether they would fall into one of those exceptions. We'll take a look at that.

Alderman Teeboom

You may want to ask – we're in public. TV is being watched. Although I've been in very many proposal evaluations, it's never been on television before. So you may want to check. Out of the 2 finalists, there's going to be a winner and there's going to be a loser. I mean you've got to say out of these 2, unless you don't want identify who they are. So I don't know. I just don't want us to get into trouble. But I do want full disclosure and discussion about why we selected who we selected because, like I said, it's either going to take us to the next destination or it's going to crash us.

Andrew Cernota

I would suggest that we check with Corporation Counsel as far as whether that is something that would need to be done in a closed session, or if it is something that would be done in public.

Alderman Teeboom

That's right. This board could certainly go to closed session. Maybe that's the better take, then cameras get shut down, doors get sealed, and we have a full disclosure. Maybe that's a better

way to go. I hate to see us pull back information just because you're worried about disclosing information. I'd rather see us go to closed session. We come back out of closed session; we announce the winner in public. That proposal then becomes public. You may have to check with Purchasing on that procedure because Purchasing doesn't do things in open (inaudible) either. Maybe that's a better way to go.

Jeff Poehnart

I will do the research and find out exactly how this has to be done.

Paul Johnson

Do you and Director Barker plan to have another working session like we did a week ago?

Jeff Poehnart

Yes. We will have to call that over the next couple of days because of course it is the 11<sup>th</sup>.

The last, as I indicated under accomplishments, we continue exploring the idea of the blackbox space in the lower half of Court Street. It really is. I mean it just does look as far as what I found and what we found looking at it; it's got the perfect amount of space. Now we seem to know that certainly the electrical requirements are there for what we will need. That all will come about when we do the system design. We'll have a better idea of the actual – how much electrical requirements we have. But as it stands right now, the building itself and what it's got for room, it's got the studio itself – I mean one of the first things I looked at it got the stage, but it also has a huge room in there that would be the television studio. The adjacent room could be the chromakey studio where we block out. We put the weather forecast in the background. It wouldn't be our use for it, but we would have that type of room and that type of studio in there, and then plenty of room for servers as well as offices. So it goes on.

Dennis Ryder

I'd just like to ask you if there's handicapped access to the studio? I'd hate to see us being stuck with a lift or something later on.

Jeff Poehnart

I'm sure there is. But I will answer that exactly.

Dennis Ryder

It's a requirement for a public studio like that.

Paul Johnson

I'd just like to know approximately how many square feet total would we have.

Jeff Poehnart

No I don't have that right here. I'm sorry. But I will get that to you.

Alderman Teeboom

It's a very large area. It's the entire stage downstairs. It used to be a stage place. It has a very large additional – a very large office area. That leads me to point. As we go forward, this is also part of the design activity set by the contractor. Part of that job is of the studio. But you also need to coordinate that with the Court Street Committee and Maureen Lemieux who's directing that because just because we have good space and all that, doesn't mean we get that space. We have to lobby for that space, and hopefully we won't have to pay anybody. If we fix it up at our expense, then she gives a lifelong lease to me without additional cost. I'm just telling you, the Court Street Committee is looking to pay for this building that's cost the City a lot of money so far. Hundreds of thousands of dollars, so they're charging to providing income and they show on their sheet that given the presentation, they show income coming from the blackbox. Well (inaudible) this board says not on our nickel. So I'm just telling you. I think you probably know what you're doing.

Jeff Poehnart

I haven't gone through that process. I was hoping I would have an answer or some kind of an answer today for that. But I don't. With the budget process that's been going on, I just don't have the answer today. Yes, I am going to go through that.

Rick Farrenkopf

It may be premature, but if this does start to solidify, could we perhaps arrange a field trip so that if we're going to continue to discuss it – because I'd love to be able to see it so I can relate to what you're describing. Like you said it may be premature, but at some point that would be really nice.

Jeff Poehnart

Yes. Absolutely. That would be excellent.

Alderman Teeboom

Well the vendor obviously got to tour through there. They have to access it. I know that John was a bit hesitant because we need Mr. Wood, right Chief, we need Mr. Wood the Fire Marshal to go there with us because right now it's off limits. I was there. I was invited, and he gave a very nice tour. There seemed to be no objection from the Fire Marshal for the contained activity of a studio as opposed to a stage setup where audiences come in and occupy the seats. That's not enough ingress.

Chief Morrissey

It's an assembly occupancy at that time when it's a theater. It's not necessarily a public theater occupancy and the proposed use.

Alderman Teeboom

So Mr. Wood was very helpful in that case. (Inaudible) it's a beautiful area. It's got lights and tall ceilings. I mean it's just the question of case separate out the space into a public channel, and an education channel, and a government channel, and this type of thing. Would they interfere? I mean it's a big open space. The space is bigger than this – about as big as this room essentially. So these things have got to be worked out.

Andrew Cernota

Anything further?

Jeff Poehnart

That completes my report.

Alderman Teeboom

I have one more question on the operations manual. I hate to take a lot of his time. I'm very pleased to see you work on the operations manual. It's something that's required. We don't have to see it yet, but some point in time, especially when we bring the vendor on board, there're going to want to see it. At some point in time when you feel you have something together that you'd like to show us, don't hesitate to bring it in and mark it "draft". A bunch of us probably would want to look at it. I would want to look at it. I think Paul would like to look at it. Others maybe – to see just how that's coming along. Don't feel pressured to do it immediately.

Jeff Poehnart

But I can do that.

Alderman Teeboom

I'm just pleased to see you work on that in between everything else you're doing.

Jeff Poehnart

It's kind of evolving as I go, but we're getting there.

**MOTION BY ALDERMAN TEEBOOM TO ACCEPT THE PEG MANAGER'S REPORT  
MOTION CARRIED**

- Educational committee update – Ed Lecius

Ed Lecius

Chairman the Education Committee met this past Tuesday. They are moving forward. I gather from the discussion I've heard around the table this morning, we had been told that Comcast was supposed to be at the school on the 9<sup>th</sup> to address the return system. It sounds like that may not have happened.

Jeff Poehnart

It did not happen.

Ed Lecius

I will check with Stacey and see where we are there. The next test is, as Jeff pointed out, is the 14<sup>th</sup>. They plan to launch on the 21<sup>st</sup> of this month. They are looking at creative ways of listing and informing the public as to what is going to be happening either through the school website, the local media, news released media outlets, and perhaps one of the more significant things they did do is they established a subcommittee on protocol and procedures for programming for that channel. This week Ms. Hines was going to be spending time with Mr. Pfeiffer going and reviewing the 2 ½ - 3 hours worth of programming. So things are moving along fine. The next meeting will be held on June 4<sup>th</sup>.

Andrew Cernota

Any discussion?

Alderman Teeboom

Two points. I'm very glad to see Mr. Pfeiffer involved in this. To me that's really going to make a success because the man has got enormous experience. The committee's main responsibility is to deal with programming, content, and what is that you program. So I do have a question. I did not see the committee minutes from the April meeting anywhere. So I presume it's the minutes from April.

Ed Lecius

I believe they were posted, but I will check on that for you.

Alderman Teeboom

Yes. They were not posted.

Ed Lecius

I got an e-mail. When she sent the minutes out, she said they had been posted. So I will go back and check.

Alderman Teeboom

Not that I'm sitting here waiting for the minutes. As you launch this, I check Channel 99 once in a while to see – anytime now. So I'm waiting. I did see the launch of the – missed that was last month the initial showing of the Board of Education meeting. In fact, I checked with Mr. Farrington and it looked good. Good positive feedback. Just excited to see the education channel. So now we have 2 channels. They can advertise on each other's channels what they are doing. So we can certainly advertise the E Channel on the G Channel and tell them what's happening on the E Channel that's coming up. It's exciting to see the second channel now starting to take place. I'm just really happy about that.

Ed Lecius

I agree with Mr. Teeboom that we do want to get Mr. Pfeiffer involved. I was cautioned the other day that first and foremost his responsibility is that teaching from 7:20 to 2:15 every day. But certainly they're going to give him a little flexibility. I think the students are getting excited. They talked about doing something like a video diary. Give a student a camera and go out and then come back and put it together. They also talked about also doing multi-language programming as well. It is moving forward. Hopefully when the glitches get ironed out, there'll be some constant programming on there and folks will tune in to it for things more than just the school board meeting, and see what's happening in the schools, and get the schools competing against themselves to put something together to show the citizens what's happening in the schools. Rivier College and Bishop Guertin have also indicated that they've got some ideas that they're going to be coming back to the committee with for programming and adding to the mix.

Alderman Teeboom

Mr. Lecius you have this wonderful radio voice with lots of experience. Are you going to do some voice overs and things and announcements?

Ed Lecius

If asked, I'm available.

Paul Johnson

I'm just curious whether in the summertime when school is out whether there will be continuing activity and whether Mr. Pfeiffer will be involved here this summer or if things go on hiatus for the summer?

Ed Lecius

I don't know if he'd be involved during the summer. I do know that they're hoping to get enough of the material in the can so that they can repeat some of these programs. As I said, they're talking about each school doing specialty programs during the course of the year, and trying to get those filmed and recorded, and not only show them during the school year but throughout the

summer months. One of the curriculum people, I believe, was Ms. Groulet (sp?) suggested one of the programs would be the best of or what's going on in our schools. That would be a half-hour to one hour program that would show weekly around 6 o'clock perhaps. That would be repeated and then they would take those and meld them together and during the summer months do the best of kind of thing. So there's a lot of excitement going on. I think the direction that they've been able to get from Mr. Barker and since Jeff has come on, I think that has helped them move forward. Like I said, having met with Mr. Pfeiffer a couple of times when we started down this road, I too am impressed with what he brings to the table. Again, they reminded us that his first and foremost responsibility is the teaching aspect. I think if we move slow enough, we might be able to slowly draw him in and use his talents and the talents of the students that he has. At some point hopefully, incorporate what they're doing into the curriculum of his program above and beyond what's happening now.

Andrew Cernota

Thank you. This is tremendously exciting and so happy to see it moving ahead. Thank you.

Dennis Ryder

Just one small question Sir. I hope this student stipend thing is not going to be coming to play here?

Ed Lecius

I don't believe it will. I think that if some how we can get it tied into the curriculum at some point, it will go towards their study and their grades. So that should make that a moot point I would hope.

Dennis Ryder

If we're going to employ videographers, I prefer to employ professionals rather than part-time people.

Ed Lecius

I think the kids will find it more meaningful if they're doing it themselves. Again if we can get it set up so that it's accepted as part of the curriculum plan and the course study, then that will certainly will go a long way towards encouraging them to go out and do these things and then present the finished product.

Rick Farrenkopf

I just want to as a separate but related point. A thought occurred to me when Mr. Lecius was talking. Jeff and I are working on – if anybody has noticed Channel 99 occasionally cutting out in terms of the PowerPoint, we did a test at the high school where we shut down power and found out that the outlet that the PowerPoint is plugged into is not on UPS battery backup even though

it says it is. So we're going to work to get that rectified. So we did an intentional power shutdown and found out some of the issues. So that's going to be rectified. That just occurred to me.

- Federal/State/Industry (FSI) Subcommittee – Paul Johnson

#### Paul Johnson

The committee is now down to one member. You're looking at him with the departure of Ms. Dowling from our Board. It makes it easy to have a quorum. If anyone else is interested in trying to stay on top of what's happening in the regulatory environment and the changing industry situation, welcome to – raise your hand and happy to have you. But you need to show up at meetings. It'll be impossible to get a quorum if we only have 2.

At any rate, there was an excellent session at the ACM Lancek Community Media Northeast conference 2 weeks ago today. A lot of that conference was related to the regulatory environment and the competitive environment Verizon and the other telecommunications companies trying to get into the video space. There was one session that I attended called the "regulatory rollercoaster", which was quite good. That really is what we're under right now. I won't bore you with the details. There isn't much that we can do as a community right now but keep an eye on things. There's a battle royal happening down in Washington.

Verizon is doing something interesting. They are now offering video over their FIOs service in Hudson and probably in other communities as well. We learned about this a couple of weeks ago. My brother, Pete Johnson, first alerted me to this. So Verizon has actually started to offer the DirectTV satellite programming without a satellite dish in your home coming in from a head end over the fiber optic without ever notifying the town. I learned of this. I called the Hudson selectmen's office. They were unaware of it. They referred me to their Cable TV Board Chair. I talk to him. He was unaware of it. He's looking into it. So basically anyone who signs up for Verizon service with the video as part of the FIO service in Hudson, is not paying the franchise fee. They're also not getting the Hudson community television. This is exactly what we worry about happening here in Nashua where the funding, which is based on franchise fees, erodes because a competing player comes in that doesn't want to play by the rules. Where we also have members of our community that aren't able to see our programming just as we're building new facilities and trying to connect our community. So it's actually happening in Hudson. It will be interesting to see what happens. I've encouraged them to look into issues a cease and desist letter to Verizon. I hope they follow up on that. If you hear of anything in other communities or see if anyone in Nashua happens to get some kind of an offer like that, we'd be very interested in learning of it.

Finally, just to make a mention that there was a letter. I don't know how many saw it – actually a column I guess in Sunday's Telegraph from John Bauchman related to encouraging the legislature to let Verizon come into the State and offer video services. Exactly what we're talking about here without having to deal with the local communities. I've been extremely busy unfortunately this week, but I intend to write a strong rebuttal letter to that. If anyone else is interested as well, I think we all know what's at stake here. That's the end of the report. Any

questions?

- E-mail of John Barker dated April 20, 2007

#### Andrew Cernota

It was asking for essentially some legislation to clarify essentially who had responsibility and ultimate control over the programming decisions as far as when things would be aired, what things would be aired for the government channel? He's not here today. He sent an e-mail saying that if we wanted to hold off on this discussion until he was here, he would welcome that opportunity to talk to us about it.

#### Alderman Teeboom

I talked to Director Barker about that. We are going to hold off on this. An e-mail that he sent us on 20 of April. That's the one it was referred to and the communications that we received. He has some issues about being overly controlled by the Board of Aldermen in terms of programming. What I laid on your desks is a green sheet. The green sheet you may recall the dark box is the language proposed by this Board. The Board voted on that after Director Barker proposed the language. That language was initially introduced to the Board months ago. It started with should we have youth sports announced only on the bulletin board? The Board approved it, but they would not approve the more broad language that's in the box. That went to the Personnel Committee. The Personnel Committee finally approved that language. It went back to the Board, in fact last week or maybe earlier this week – I've lost time, and the Board bounced it again.

The Board at this time because Alderman McCarthy, Alderman-at-Large, had written a memorandum and objected and since written a memorandum that said I'll give it to you if you want to stating that he was concerned about for profit. The example he gave, and I was totally unaware of it was that LL Bean had rented space in South High School and was offering maybe canoes. But they were offering canoes for the kids to buy or whatever. I don't know the details. The point of it was he said that's a private activity on public property. They can be announced on Channel 16 respectively as advertising for a profit company. That created a whole new discussion. It's amazing how much discussion these things create. Back to the committee. It was discussed last night. After further debate, you see my language that I inserted? The committee approved the language, but now there's an adoption that says "advertisements of non commercial, not for profit privately sponsored events". Non-commercial is part of the franchise agreement. You can only do it on commercial programming on the access channels and not for profit hopefully will take care of Alderman McCarthy's big concern about LL Bean being for profit and not getting announced.

So hopefully this will go back to the Board. Maybe finally we get this adopted. That took 2 or 3 months of bouncing back and forth just this part. The Board of Aldermen put restrictions that are beyond FCC restrictions. FCC is pretty broad. No commercial programming and we're set. The Board of Aldermen in the Policy and Procedure Manual in Appendix A says only government things on the government channel. Only education and things on the education channel, and

everything else on the public channel. By the way, we didn't fund it. That's where we are. There's a programming committee. I'm not sure that we have any need for that program committee. I talked to Mr. Barker about maybe sending in legislation to eliminate the programming committee. That program committee really precedes the PEG Manager. The PEG Manager really is now the first line of defense against improper programming. That's not your job. Beyond that that's Barker. Beyond that it's the Mayor. So we don't need a programming committee any more. As soon as somebody on the Board wants to give me the green light, I'll introduce legislation to eliminate the program. That's NRO 2-109 in case anyone wants to look it up in the code book. The programming committee has 3 people – Maureen Lemieux, a citizen – maybe its 2 citizens. I forgot. It's a 3-member board.

All that said then, I'll let Barker address this further. He feels that the aldermen are sitting on top of him, and PEG Manager redirects in terms of the kind of programming they can show. The aldermen have a different take on it. This language, which give broad policy. This is a policy statement. Within this policy statement of approved, there's enormous latitude. It's just a bulletin board. The programming is still government things only on the government channel; education things only on the education channel, and everything else on the public channel. I don't share necessarily all Barker's concern other than his concern about the programming committee. Why do I need a programming committee? We're taking care and the PEG Manager is taking care of controlling programming to make sure it's proper. SO with that said, I thought I would introduce it. You see where we are. If anybody has difficulty with this language that was amended, I would certainly like to know that. This will be taken up again at a discussion next time the Board of Aldermen meets. Anybody has a problem with this language?

- Election of new Clerk

#### Andrew Cernota

As mentioned earlier, Ms. Dowling is no longer with us. She had been fulfilling the duties of Clerk for us for her time on the Board. So now we need to find someone else. Is there anyone here that would like to volunteer? Don't everyone volunteer at once. If there's no one here that would like to, we'll need to find a member in the course of the next coming month and vote on it at that time.

#### Alderman Teeboom

What about Public Library Charlie Matthews?

#### Andrew Cernota

I talked to him the other day. He wasn't able to come to this meeting because he had a previous commitment. But he didn't seem all that eager to take on the responsibility. Again –

#### Alderman Teeboom

Did you tell him this need minutes any more. He doesn't have to worry about the minutes. That

was his biggest problem. He used to have to take care of minutes. Did the PEG Manager take care of minutes? No he doesn't take of them. The Clerk still takes care of making sure the minutes get posted?

Andrew Cernota

Yes. Ms. Dowling was taking care of making sure that the recordings made it to the transcriptionist and that they were posted in the appropriate locations, as well as that the agenda was posted on the calendar for the meetings as well.

Alderman Teeboom

It's not a difficult job as it used to be when you'd also have to take care of the minutes. That was Charlie's biggest problem. He's an employee of the City. Most of the members of this Board are City employees.

Andrew Cernota

Right.

Alderman Teeboom

I've had people constantly. It only seems fair that the City employee would take on this. It's not that big a duty. I mean I don't just see that as a big burden.

Andrew Cernota

Well if there's anyone that wants to think it over, you can contact me. We'll be having our special meeting for the discussion of the design RFPs. So we can probably take care of the election there as well for the Clerk. In the meantime, if you have someone on the committee that you think would make a good clerk please talk to them. I'll be doing the same.

Dennis Ryder

Could you amplify on the situation with Kelly Dowling? Is she no longer an employee of the City or what?

Andrew Cernota

She still works for the Mayor, but...

Alderman Teeboom

I don't know the details. When the Mayor came back from his vacation, he reassigned his Administrative Assistant to work part time. It's the message I got. I made that same inquiry. I said Mr. Mayor I understand she's no longer on the CTAB. You appointed Barker to be your

representative. Barker's an IT representative so now we need to make another shift because IT is represented. What are you trying to do? He said well all I can tell you is that Kelly Dowling is now a part-time working for the City in charge of the bike race. Well the bike race is finished. Maybe Mr. Lecius could tell us more. Were you involved with that? The bike race just terminated, finished. I don't know the details, no sponsors available from Boston. So I don't even know if she's employed with the City any longer. I don't know the details. All I know is she acted as his representative. He's appointed Barker to now be his representative. So we need Barker to appoint an IT representative. But when Mayor said – and now Barker told me this, when the Mayor said now that you're my representative, I guess you're also taking over Dowling's clerking job.

Ed Lecius

Well then it's a done deal.

Andrew Cernota

At this time if there are any comments from the 1 member of the public that came.

PUBLIC COMMENT - None

#### COMMITTEE MEMBER REMARKS

Paul Johnson

Just one point. As you recall last month, there was some discussion of a proposal from a member of the public about airing political debates on Channel 16. That was dealt with through correspondence from Ms. Dowling. Probably her last final official duty. I just wanted to follow up on that because there was some discussion that it would all be moved if Channel 13 were going to be airing debates anyway. I did talk with Gordon Jackson and my friends at Channel 13 and confirmed a couple of days ago that yes, indeed, they do intend to air debates for aldermen, school board, and mayor races later on this year. So that will be carried by Channel 13.

Alderman Teeboom

First of all I'd like to say that I think Ms. Dowling did a very good job as a clerk. She did good communications, made sure that the agenda was there, asked for comments, asked to have an agenda amended. I think she did a very good job. I think her loss on this Board is going to be significant. I don't know the details of what happened. It had nothing to do with this Board on the situation.

The second thing is I think these broadcasts are only shown once in the morning? Are they ever repeated? Should it be repeated? Because who has time to watch this at 8:30 in the morning? I was wondering if there's some – could you take a look at that?

Jeff Poehnart

Yes. We could do that either on Friday or Sunday.

Alderman Teeboom

Are they repeated?

Jeff Poehnart

No, but we can.

Alderman Teeboom

We can. So take a look at that. I know it costs money at this point because we don't have the automatic servers, but I think people are interested. Maybe I'm vain enough to think people are interested.

Third of all to the Chief. Mr. Wood is now the Emergency Management representative that's a new to a 15<sup>th</sup> position? Is he now going to be attended or is it only when you're not here that he's attending unless you feel that he needs to be here?

Chief Morrissey

I would have to check that with Rick Wood as the Co-Emergency Management Director.

Alderman Teeboom

Maybe you feel you don't both have to be here at the same time. He's the 15<sup>th</sup> member. It's hard to get a quorum. We have 7 or 8 now. You don't have to have him appear unless you know there's an EMS thing on the agenda. It's going to happen with the design. EMS – emergency management is an integral part of the design of the new system. So I expect him to be contributing to the technical part to review what's going to be separate from outside the board meeting because I think he has things to offer. It used to be your channel after all.

Chief Morrissey

That's right.

Alderman Teeboom

As you all know. You have a primary use on that channel. Primary and overriding function to the channel. So I was just wondering is he here because you're here? Not here because you are here, or do you intend to have him come here?

Chief Morrissey

I didn't speak to Rick Wood about attending this meeting today. He actually represents officer of emergency management rather than the fire. I'll check with him.

Alderman Teeboom

Is that aside from the Fire Department any longer in emergency management?

Chief Morrissey

Emergency management, I think, falls under the Mayor's office.

Alderman Teeboom

But he still works for you?

Chief Morrissey

Correct.

**MOTION BY THE BOARD TO ADJOURN  
MOTION CARRIED**

**MEETING ADJOURNED**

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

Committee Clerk