

CABLE TELEVISION ADVISORY BOARD

SEPTEMBER 14, 2007

A meeting of the Cable Television Advisory Board was held Friday, September 14, 2007 at 8:35 a.m. in the Aldermanic Chamber.

Members of Committee present: Andrew Cernota
Ed Lecius
Dennis Ryder, Citizen Representative
Alderman Fred Teeboom
John Barker
Charlie Matthews
Jeanne Marie Kennamer, Traffic Dept.
Rick Farrenkopf
Paul Johnson, Citizen Representative
Mariam Swanson (arrived late)
Dorothy Clarke, Esquire (arrived late)

Members of the Committee absent: Kathryn Vitale
Brian Morrissey, Fire Chief
Ben Dalianis

Also present: Jeff Poehnert

READING OF MINUTES OF PREVIOUS MEETING

MOTION BY JOHN BARKER TO ACCEPT THE DELAY THE FORMAL PRESENTATION OF THE MINUTES OF THE AUGUST 10, 2007 MEETING FOR ACCEPTANCE AT THE NEXT CTAB MEETING
MOTION CARRIED

WRITTEN COMMUNICATIONS

- Court Street Memorandum for Mayor Streeter
- Memorandum from IT Director John Barker regarding PDF for Ed Channel Access Manager

Alderman Teeboom

I'd like to add 2 items to the communications. I would have had them before, but I did not see the agenda. I have now also distributed these, but there is, for the record, a proposed ordinance which assigns PEG services as a department within the IT Division. There is a resolution which

will substitute for the Mayor's memorandum as a more permanent vehicle for assigning what I call a "studio simple broadcasting facility and production facility" to the Court Street location. The memorandum is an interim authority, and the resolution, when passed by the Board of Aldermen, is a pilot authority. Both of these documents are in the draft stage. They will be introduced next Monday, I believe, and then they'll go through to the process. I placed everyone on distribution these 2 documents through e-mail. If anybody wants to see them, I can make a copy. I will keep members informed about the progress. This item is not on the agenda particularly because they're basically for the record only. I should only note that beside the Court Street obviously we're going to talk about, the reason to place PEG services on the department is because right now it really doesn't have an administrative home.

CTAB is a board. We talk, we discuss, we can approve but we really don't do anything. We don't install things. We don't watch contractors on a daily basis. We're basically an advisory board with some additional financial authority to our Policy and Procedures Manual. Because there's not going to be occupancy of Court Street and this is a physical entity, a physical responsibility, equipment is going to be bought and we have to be responsible for and the services are picking up. We'll have 3 channels before too long. Counsel felt that the appropriate vehicle is now to place PEG services within the IT Department. It's kind of a natural (inaudible) anyway because Jeff Poehnert is already assigned to the IT Department. I presume he'll be heading up this department because they'll all be reporting to Director Barker who in turn then reports to the Mayor.

By placing this ordinance, we talked about making this a resolution. She felt it was better to do this through an ordinance because resolutions get lost eventually. They get posted in the annual report, and eventually people lose track of where they are. An ordinance is more permanent. It gets published in the code book, and anyone can look it up at any time on the website. It's a set of books basically represents the local laws. It's a pretty extensive set of books. So by doing this, it places administration of all the PEG channels and all of its operations administratively on the IT Division. That's the proposal. I'll keep you all informed and abroad as it goes on.

John Barker

Just a question for Alderman Teeboom. I noted that Attorney Clarke had suggested that the Nashua CTV which we'd like to use for referencing this particular function be instantiated somewhere in the ordinance. Is it our plan to edit that to include that?

Alderman Teeboom

Yes. What will probably happen is see I had originally written this up as a draft resolution. See last minute changes to an ordinance because we had discussed before (inaudible) a resolution to an ordinance she felt more appropriate an ordinance. I think it was done quickly. I think Director Barker you'll probably be called before the Administrative Affairs Committee and the Board of Aldermen. You may or may not be asked to come in and say that you'll accept the responsibility as an example. Or you may have some modifications or some additions. At that point, I'll probably make Nashua CTV – we'll probably figure out a way to put it in. If you got some recommendations, please e-mail them to me. If you have a recommendation on the language,

please e-mail it to me.

John Barker

Sure. I'll just do that to include that term then so that our documents elsewhere are in accordance with the ordinance.

Alderman Teeboom

You'll notice the ordinance are very short. I don't know how much more the IT Division, for instance, is defined. In that same section was added – the PEG service are 3 sentences and the IT Division is defined in its entirety in 2 sentences. So the ordinance tend to be – either very lengthy or very short. In this case, very short.

**MOTION BY ED LECIUS TO ACCEPT THE COMMUNICATIONS ON THE AGENDA AS WELL AS THE ITEMS REFERENCED BY ALDERMAN TEEBOOM AND PLACE THEM ON FILE
MOTION CARRIED**

FINANCIAL STATEMENTS

Jeff Poehnert

The CTAB financial report for the month of August 2007 – current balance of the operating account 3056013 is \$329,194.91. Our current balance of the capital equipment fund 3056012 is \$116,601.78. Our expenses for August of 2007 including salaries totaled \$6,667.94. The \$329,000 reflects the first quarter franchise fees as well. You'll see on the document.

John Barker

I'd just like to point out that we have received on 8/21 into the fund \$59,638.33 as our percentage of the Comcast franchise fees.

Alderman Teeboom

I looked through the accounts and I noticed that our contractor has not yet invoiced. I guess it's too early to invoice. However, are you running an hour projection? I don't know probably you may have time or not time, but as we start to spend more money – because now we're going to spend contractor money and later on we're going to be talking about this PDF for an access manager – so even though we've been in a pretty good positive balance you have to be careful because we're going to be operating Court Street pretty soon. You'll notice we'll be incurring a cost for Court Street. Not major, but still a cost – up to \$6,000 a year. So how's it look in terms of cash flow? Is there any kind of attempt to kind of prediction on cash flow and how we do?

Jeff Poehnert

I have not calculated yet as to the time spent – the ongoing clock for what CDA has spent. Although it would be coming to that relatively quickly. We are in the process right now of narrowing down equipment and things like that. So it's time consuming on their part as far as getting to this a point where I can make a proposal. I should be able to have some kind of figures at that point. I don't as of right now.

Alderman Teeboom

Okay.

Paul Johnson

Following up on that. My recollection is that it was about \$40,000 of CDA's budget was in the early phases which would expect to include within 90 to 120 days at most?

Jeff Poehnert

Yes. I think – was it 90 to 120 days.

Paul Johnson

So \$40,000 will flow out from at least from an accrual standpoint if we don't pay it (inaudible) but within 90 to 120 days?

Jeff Poehnert

Yes.

Andrew Cernota

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

John Barker

Yes I think it's reasonable. We'll put a target to see if we can try to get some kind of performa for next meeting to project out – let's say 12 months, of what we're anticipating expenses might be. Everybody understanding that those are indeed just projections. But we'll put something like that together so that we can take a look at that and get a sense of where our expenditures might be going.

Alderman Teeboom

That's where you're going to go to the P channel now and there'll be later discussion about that I presume. We're going to be spending money there as well. We're going to be spending money

on Court Street. Now we're spending money on CDA and we're spending money buying equipment, and now we're talking about a PDF. There is a point at which I'm going to have to start doing due diligence about getting some additional funding for the P channel. It helps to get some financial tracking. This is an additional responsibility that you'll have, but it needs to be done. Even though these reports are extremely comprehensive, very good reports, it looks at the past. It doesn't look forward to the future.

Paul Johnson

I'll go back to something that I requested a while back and Mr. Farrenkopf as well which was that we try to get some kind of a report that not only shows what the balance is unexpended or at least cash that's on hand in the bank as it were, but that we get some additional sheet in the spreadsheet that looks at what we are permitted to spending. For example, I think we have some servers and other things that have already been essentially expended. We can't tell that from looking at the balance here. It kind of subtracts out what we've accrued in expenditures because we'll be drawing down this account.

Jeff Poehnert

This doesn't necessarily and totally answer that question as far as – because you're talking again another column where we just would know where that's going. One thing I did when I was doing the financials this month, which will be next month's CTAB meeting, a lot of this equipment that we've spent money on is showing up. It's finally getting on to the 6012 account. That's not really what you were just saying, but it will show up. The last couple of months we haven't had anything.

John Barker

I understand. He's asking for a spreadsheet that shows committed but not yet expended. Meaning not through the warrant process yet could be done.

Paul Johnson

Right

Dennis Ryder

A report of this nature is pretty much essential to manage this thing properly. Don't you think we should have something moving on it very quickly? I thought it was arranged about 3 meetings ago that we do that?

John Barker

Certainly there may have been discussion of it, there was not exact direction. But you're now on my third time saying, I'm committed to giving you both committed but not yet expended as well as a performa.

Dennis Ryder

Thank you.

**MOTION BY ED LECIUS TO ACCEPT THE FINANCIAL STATEMENT
MOTION CARRIED**

PEG MANAGER'S REPORT

Jeff Poehnert

Purchases. The PEG staff reports of purchase activity totaling \$2,706.86 in August, and the activity included DV Cam tape stock for \$289.30. Then also our twin Gateway servers for the Channel 16 and Channel 99 access channels for \$2,417.56. We plan purchase activity in September 2007 for the Stellos Stadium cable project of \$2,843.22. Actually this was issued on September 4th. So that already has gone out and we're just now waiting for Comcast to come back with a date that they're going to do the work on.

John Barker

At what point in the report, Mr. Poehnert, are you going to talk about the request for purchases that we're making here?

Jeff Poehnert

I'm sorry.

John Barker

We're going to talk about some additional cabling.

Jeff Poehnert

Yes, I'm sorry later on in the report.

John Barker

Is that in the report?

Jeff Poehnert

It is in the report. We had 45 cable casts total in August 2007, 31 meetings were covered. That was 23 live and 8 taped. We had 14 playbacks from the server on Fridays at 7, Saturdays and Sundays at 12 p.m.

Technical problems we had during the month. The mayoral candidate forum of August 27th, the audio during that candidates green forum in the auditorium upstairs was of poor quality at time. What was basically happening was the audio was clipping as people's voices rose. It hasn't presented itself before basically because the meetings up there have been more or less docile. It's been just the normal zoning board meetings and things like that. So it hasn't raised its ugly head. On that day it did. What we have done to rectify that is the feed coming out of the audio rack in that room was actually what they call a line feed. The room itself is fine as far as audio goes. The problem was in our cameras. Our cameras really want to take a feed from a microphone. A microphone feed. So what we were able to do technically was flip it from the line feed to a microphone feed. That solved the problem. So in the future, it should be okay.

John Barker

What has the contractor told us the expected expenditure funds to fix that?

Jeff Poehnert

It should be about \$400 to \$500 for that.

John Barker

So we're expecting \$500 in repair cost to have that...

Jeff Poehnert

That was not covered in the original configuration up there.

John Barker

When does he say he will bill us that?

Jeff Poehnert

I've got to call him. I don't exactly know. I'll be talking to him today after this meeting anyway.

John Barker

And we're certain that it's below \$500 so that we don't need CTAB approval?

Jeff Poehnert

That was his indication.

Andrew Cernota

Attorney Clarke has just joined the meeting.

Jeff Poehnert

The mayoral candidate debate on August 30th at the Holiday Inn. The problem there the audio feed from the Holiday Inn system during the mayoral debate had some microphone problems. Basically they apparently had a couple of microphones off that were supposed to be on. The candidates responded by passing the microphones around. That was their solution. For us, we were taking a feed. So it wasn't our mixer. It wasn't our audio. We were just at the tail end of it getting a proper feed. That was the problem with that. On that morning, I...

Alderman Teeboom

I have a question. Are we talking about the mayoral candidate forum now?

Jeff Poehnert

The mayoral candidate debate of August 30th.

Alderman Teeboom

If you don't mind, is this the proper time to ask. I got a call from Channel 13, WCN the non-profit station. They had not decided to broadcast this mayoral forum even though they had previously I think because they charge money. They felt if they weren't getting paid they couldn't do the logistics of it all. You did. This is fine, but they complained because in the mayoral forum for the green team, there was a banner in the back which advertised a bank. I think we need to just deal with that. He felt that by doing this, Channel 16 – I believe, was advertising the bank. Even though the bank was a sponsor for the green team up there. He felt that was unfair because that bank is a customer of his in other activities or venues. So I said well did the sponsor the fact it's shown is really not a videographer function. It's certainly not a CTAB function. At some point we need to deal with that. I don't see a problem personally with it. I said to him I didn't see a problem. But be aware that as we're getting into – we're getting outside meetings now and doing more interesting things, obviously commercial exposure comes into view. I just want to bring that up.

John Barker

Alderman Teeboom didn't some discussion around this occur in the context of the bulletin board announcements where there was an understanding that sometimes there would be sponsorship of events but those events are either through the City or in the context of a non-profit?

Alderman Teeboom

Yes Director Barker. That's for bulletin board specifically. This is not a bulletin board. This was the resolution you're referring to dealt specifically with bulletin boards and slide show presentations. Advertising of non-profits or those non-profits activity could show even though it's not a government operation. That has passed. That you're doing now presumably. This is

different – we can spend endless hours discussion these things. I hope that's not the point. This is different because this was a live show of the green team mayoral candidates showing the commercial side.

Dennis Ryder

I attended that particular show too. I thought it was very inappropriate to have that advertising in the back. It's supposed to be non-commercial. It says it right in our regulations, which I think you wrote Mr. Teeboom. It's definitely was a violation of that separation of commercial from government.

Paul Johnson

I respectfully disagree Mr. Ryder on this one. We're getting in a situation where we're covering events not just chamber meetings but events. I certainly would think its inappropriate if behind the President of the Board of Aldermen was a banner for a bank or any other institution. But when you get to covering events that happen on city property, like Stellos Stadium – right there that itself is a commercial for Stellos. You'll see signs there. You'll see signs at the holiday stroll. A lot of events that are covered, the nation is just littered with advertising. I don't think we can wipe it out or pretend it doesn't exist. We're not deriving any revenue from that. We're not able to stop that from being displayed. Some we have to cover things. It's just part of doing business.

John Barker

I just want to point out that to me there is a very clear difference between a sponsorship of coverage of events, which is where we were taking money or we were directly be sponsored to cover the event and coverage of events that happen to be sponsored. A very distinct difference and it is impossible logistically for us to cover events if we thought somehow we had to go in and find some ways to obscure sponsorship messages of any kind whether they were verbal or whether they're graphical.

Alderman Teeboom

Just a final point on that. First of all this broadcasting of mayoral candidate forums is a 2007 special. It was passed. This board advised against it twice, but the Board of Aldermen after some influence to citizens have passed it just for 2007 because we don't have a P channel operating where this belongs. And Mr. Ryder is absolutely correct, its several sponsor, individually sponsored programs. This is different in the sense that we now go out. As our capability enhances, we're going to be able to field shows. Well if you go out in the street, and that's an example I gave to Mr. Gordon from WICM, if we shoot in the street and we have cameras up there and we started covering events like the announcement of mayor event when Fred Thompson came up and made this major announcement last week. If you have the cameras you're going to see the bank. We can't tell the bank to go take the sign down just because we happen to be televising. A legitimate government event, namely the announcement of a candidate for president. It's a common event.

I said I dismissed it. I brought it up because I didn't think it needed a lot of discussion. If it does need further clarification, we'll have to deal with it. I did not see a big deal, but I did think I'd bring it up.

Dennis Ryder

I'd just like to point out that sign was deliberately put there for advertising. It's only function. They were advertising on a public television show that had no other reason for putting it there. I don't think it's appropriate.

Rick Farrenkopf

Changing the subject a little bit and for future conversation hopefully. I'm still perplexed and a little bit bothered, maybe it's just me, but I'd like to see more discussion on P channel versus G channel. What triggered me raising my hand was you said the announcement of Fred Thompson is a legitimate government event. I don't understand how that's a legitimate government event. If your implication was to be on the G channel while mayoral debates are not. I've said from the get go I think mayoral debates are part of government function and should be on the G channel. Whether or not our Policy and Procedures state that, I don't know. To me a P channel would be a public coming up and endorsing a candidate and explaining why they think that candidate is the best candidate. But a debate that should be viewed by the public so that they can make an informed decision is just as much a government event as Fred Thompson. For future conversation, I think that's a loft topic, but it just made me think of that. I could be wrong. It's just my opinion.

Alderman Teeboom

I think I agree with you. I just read it and I stand mistaken. It says specifically political candidates will not be discussing their affairs. So I was wrong about what I just say about that being a legitimate government event. It's not. It's the P channel. We need to get the P channel operating from these kinds of events.

Andrew Cernota

With that said even though that specific example might not be a good one, there are instances where signage could appear in the background of things that are.

Ed Lecius

I agree with Mr. Johnson, Mr. Barker, and Alderman Teeboom and their comments that they've made regarding this issue. Particularly with Mr. Teeboom twice we rejected going down this road. The aldermen saw fit to not listen to our recommendation and go forward. Certainly this is a new area for the city and for us. I would just hope that they're as supportive of Alderman Teeboom when he comes in for the P channel funding as they were for trying to get these venues out.

Paul Johnson

I would like to try to set the record straight on what happened at the Green Team event. The Green Team event was organized, and that organization is sponsored, and a debate was sponsored and organized by a bank. City property – the rules for the use of the auditorium allow banners, and that banner would have been there where the television cameras were there or not. Televisions cameras happened to be there, but it was not a TV show. It was a public event held on city property that the Channel 16 chose to broadcast. They were fortunate they were able to and again, at the wishes of the aldermen. But it was not a TV show that they were advertising for. That banner would have been there regardless.

Jeff Poehnert

From my perspective, I just know we labored through the day that day to make sure we did go out live. We had the proper cameras and everything. I looked at it and I saw the banner. I looked at it as a fly on the wall. We were watching the events. We were covering the events. We weren't part of the event. So that simply recorded what went on and that banner was there.

Andrew Cernota

There seems to be something of a consensus forming with maybe some exceptions. I think this might be a good time to consider a motion to make a policy statement. Would anyone care to make a motion regarding these instances?

MOTION BY ALDERMAN TEEBOOM THAT IF CTAB TELEVISES LEGITMATE EVENTS AND THERE HAPPENS TO BE A SIGN ASSOCIATED WITH THE EVENT FOR THE PURPOSE OF THAT SHOW, THEN THE SIGN WOULD BE APPROPRIATE

ON THE QUESTION

Dennis Ryder

It wasn't a sign associated with that show. It was a sign associated with the bank. It said Green Team go ahead or something it would have been fine. It's a bank commercial.

John Barker

I believe to get the language correct, and we want to get the language correct because that will be the guiding light for us in the Nashua CTV going forward, perhaps we can take off line, draft something up, and bring it to the next meeting. To me it's very clear that we need to be able to know what we're being asked and we're going to be asked more and more on government, educational to be able to cover events such as Stellos Stadium and we cannot function in a murky area where we have to worry about whether we're going to get a sponsorship sign or something like that in the shot and therefore not be able to cover the event – whether it's the downtown stroll, or whether its Stellos Stadium, or whether its an announcement inside City Hall.

Dennis Ryder

Essentially just let Mr. Poehnert finish his presentation.

Andrew Cernota

I guess we'll talk about this again later.

Jeff Poehnert

Another problem we had was the Superintendent's all staff meeting on August 27th, the same day as the mayoral candidate forum. Our broadcast feed out of South High School gymnasium was dysfunctional. What happened was we turned on the modulator to go out on Comcast and we couldn't get the signal out. I just looked like it had some kind of interference. We really couldn't troubleshoot it to a point to a solution. Jim Pfeiffer what he did was he ended up running 150' of cable from the gymnasium into the auditorium and then over to the modulator that we're using to broadcast out on Channel 99 and that did the trick. That got us out live. So we were able to broadcast it. But there's something in that RF feed we've got to investigate and figure out what's wrong with it.

Paul Johnson

That's something you'll be calling in experts for to look into?

Jeff Poehnert

Yes. I've got to find out where the responsibility lies there in the school as compared to who – but we will endeavor to fix that.

Paul Johnson

Will that be a CTAB related item or do we not know yet?

Jeff Poehnert

I'm not sure yet actually on that. To say the least, Jim Pfeiffer saved the day on that one and we were able to go out live very nicely. So it was good.

The aldermanic chamber hum. One of the reasons you don't hear it this morning is we have been able to troubleshoot it, and we've been able to narrow it down in hear. Access AV had come in and tried to replicate the humming. It's intermittent so the problem is we haven't been able to do that. On Wednesday I was able to turn on the system and replicate it. I got the hum so I started to go through every microphone and narrow it down, and it actually is in the front desk on the volume control in that area. I haven't done anything because we had a meeting last night and we have one this morning. After this morning's meeting, I'll narrow it down further. I was able to do a temporary fix this morning just so the hum wasn't there. That's getting solved.

It should, hopefully, later today I'll have that worked out.

The production of the Channel 99 committee. The fall sports schedules were added to the bulletin board. We had put up all the schedules for sporting tryouts during August. Then we changed those to the actual sports schedules. We've got an ongoing upgrade of the bulletin board, and that continues.

The Access Manager PDF draft is submitted to CTAB this morning at 9/14/07.

Paul Johnson

Back to the bulletin board for a second since you mentioned that. There's been problems with the bulletin board video quality. Has that been solved?

Jeff Poehnert

Okay. Well this has not been solved. I'm coming to that as well. A good point. We are still waiting for the servers.

John Barker

Which bulletin board are you referring to? We have the one on the government. We have the one on education?

Paul Johnson

There's severe problems on the government one.

Jeff Poehnert

That was a problem coming out of Spit Brook. That has been solved. 99 is just a limitation right now and we're waiting for the new server, and the new server should cover all our needs from that point technically.

John Barker

We have had since I've arrived at the City continual issues with the service out of Spit Brook. It's just not a great location. So people understand the reason that feed is there is because that is where the traffic camera is. We physically have to be next to the cable for the traffic camera. But the rack that we're in is old. The location is not ideal. I would not be surprised if until such time as the traffic cameras are fed to another location and we can move that feed, we will continue to have problems where we show up issues and have to go back and have it looked at by Comcast or ourselves again. We don't know if people are hitting the rack or whether the shaking of the traffic camera cable causes problems, but it happens frequently.

Paul Johnson

Does the G channel signal path go through that on its way to the head end or do we have a separate path that that's the override. How does that work? Is this something that's limitation for all of signals and G channel going to Comcast?

John Barker

Only one signal can be live at a given time. So if the bulletin board system is feeding, then that signal is going all the way through to the head end. At such time as we broadcast from here, the signal is coming from here. So not everything goes all the way to Spit Brook and then to the head end. That's not the case. But at any given time that the bulletin board is live, that is the signal coming through and your crawls on the bulletin board system and your voice overs all come from that same location.

Paul Johnson

Okay. I just wanted to make sure there wasn't an issue that that facility was going to cause problems for our entire government system.

John Barker

No.

Dennis Ryder

I have one small problem. I'd like to report while you're at this stage – I went in to help a neighbor look at Channel 13 the other day to look at the schedule to see when some of the things were coming up. You still have a week and a half of dead dates on there.

Jeff Poehnert

Are you talking about the slides or the crawl on there?

Dennis Ryder

I'm talking on the scroll along the top.

Jeff Poehnert

The scroll I update every week. Unlike the slides, I can't – in other words there's not an on/off date on the scroll.

Dennis Ryder

Why can't we update it every day Sir? There was a week and a half on there of old dates. We had the same (inaudible)...

Jeff Poehnert

What I do is I put the next week's schedule out and then at the end of the next week, I put the next week's schedule out on the scroll.

Dennis Ryder

I'm not talking about putting the schedule on. I'm talking about taking the old dates off. We had to sit and watch a week and a half of old dates that were no longer relevant whatsoever before we came to today's date.

John Barker

I could tell you Mr. Ryder that the reality is that there's so much for one individual to do that to broadcast every single day when it finishes since it can't be automatically pull itself off is just something we haven't been able to do. On Fridays the previous weeks are taken off and then next week's are put out on the crawl. I understand that means the crawls a little longer as it goes through on Monday that's no longer there and it's past. It really is a matter of one individual trying to handle all of these things including now a whole new facility to set up. It's just not easily accomplished. When we have a new video system, it will be able to do things like that without the intercession of a staff member.

Dennis Ryder

I don't intend it as a criticism Mr. Barker; I'm trying to point out that this is what the channel is all about. If it's doing things like that it stops people looking. You have to wait for all that length of time before you can see what's current.

John Barker

I understand. I'm just trying to set a realistic expectation of what we can manage. To me the most important goal is if we're getting accurate dates on there, that's the most important goal. Taking them down day by day while it would be a nice to be able to do staffing wise we can't do it now. But when we get a new system in place, it will do it itself. Then people will be able to get just the most current data on there. In the meantime, it's never been in my observation more than a week's worth of data on there that it scrolls through before it comes up.

Dennis Ryder

There were 10 days. I checked last night.

Jeff Poehnert

Certainly I switch it every Friday.

Alderman Teeboom

It's a system in transition. You've got to give it a little bit of time Mr. Ryder. We're designing a new system. If we're designing this system, it takes time to get the design. We only have one PEG Manager. This will all be fixed. Your points are well noted. There's no sense beating him up over it. Let's just go on. It's going to get fixed. Give it a little bit of time so we can get the system so Mr. Barker and Mr. Poehnert can get the new system up and running.

Dennis Ryder

I gathered that from what Mr. Barker said Fred.

Jeff Poehnert

Perhaps there is something I can do that I haven't looked at further that I could do. Maybe there's something in there that I don't know about that I can cut some of the words off or something like that. I'll look into that.

Well we continue in our accomplishments we continue broadcasting the greatly expanded schedule of Board of Education meetings we did throughout August. That culminated in the live broadcast as I've already stated on August 27th of the Superintendent's all staff meeting at the South High gymnasium. The schedule for September includes most of the meetings on the Board of Education's published calendar. The ones that are missing are basically conflicts in equipment used that we have on those days. We broadcast a live mayoral candidates from City Hall and then we've produced for replay the Chamber of Commerce sponsored mayoral candidates debates on August 30th. We also replayed the mayoral candidates green forum as well as the Chamber of Commerce sponsored mayoral debates over 8 days prior to the election. So every afternoon I was replaying both of those so people could watch them.

Projects - the video servers. The servers, I put down, are to be delivered the week of the 10th to the 14th now. If it doesn't come today, I guess it's going to be the week of the 17th to the 21st. We're hoping to have them by this week. What, again, that will do certainly Channel 99 will then have the capability of putting in actual programming not just slides that we can do replay of meetings like we do on 16 now, and the server for 16 will just mean that it will be much more technically advanced server for us to put more replays on and more programming on – more storage. So hopefully that's next week. That will be a good upgrade.

System design. CDA is working diligently in the initial stages of the CTV system design. Several initial meetings – the need for additional equipment procurement was identified. What I mean there is that we have obviously a real need right now to get more equipment out into the field when we go and we do – as we come up to Channel 99 on the education channel, we're going to need equipment in the classroom when they need something we don't really have that total capability yet. The most important part of that of coming up with the proper equipment is that it will be incorporated in the whole of the system so nothing is stand alone.

John Barker

Just to sum it up, while we want to have (inaudible) complete, coherent system and we want to get that full design most importantly. We recognize that doing field productions now we have to do that. We don't want to wait 6 months before we start to do productions in the education side and more productions on the government side. So we directed CDA to put their attention to first looking at our needs for field production right now and making sure they give us recommendations for the right equipment that will mesh perfectly with the larger system when that design is completed. So very shortly we should be able to buy more audio equipment, some portable lighting, and good cameras for field productions so that we're able to do more things right now. We're very, very constrained at this point. We have two meetings going at a time. That essentially ties up our whole capacity. So this will enable us to do a whole lot more work in the short term, and it's something we felt was most needed right now.

Jeff Poehnert

One complaint that comes up time and again, and truthfully so, is that there's no titles on anything. When there's a meeting at night nobody knows what meeting it is unless they say the schedule on the bulletin board. This will give us the capability of putting titles up, putting names on people, and whatever we need to do.

One of the most important factors and decisions we've made is that we will always stay within the hard drive realm. We're stay within the computer realm. The cameras we're getting to be getting, whatever we decide in the end, the video will be recorded to either hard disk or a solid state type ram type of a card in the camera. Meaning that so whatever is done in the field comes back and it's literally a file transfer into the system for editing or for replay. So it never sees "the light of day" type of thing. Right now as I'm sitting here I'm digitizing last night's Nashua City Planning Board meeting that was 3 hours long. We won't have to do that anymore. In other words, whatever is recorded at that moment goes straight into the system and goes out. That would be a wonderful thing when we get that. So that will be good.

CDA has been visiting the Manchester MCAM. They went after you people had the meeting last week for the public access. They went to Londonderry and they will be going to Lowell hopefully on the 18th of September. Although that's probably going to be switched up by a couple days.

Stellos Stadium cabling. As I mentioned earlier as far in the costs for our purchases for September, we have already paid Comcast in advance for the cabling into the stadium as well as a breakout box that will give us the capability of broadcasting from the side of the stadium where they've already put a 20 amp circuit breaker. So we're all set with power and will be set with return feed, a broadcast feed, and then a residential feed back in to make sure we're broadcasting as well as a feed upstairs in the box. That also when CDA comes they're going to be going to the stadium and doing a site visit to really take a look at where cameras need to be placed.

Alderman Teeboom

Is there plans this year like we had last year to do the turkey bowl?

Jeff Poehnert

I should be careful what I'm saying here, but I think it's a realistic goal that we could cover the Thanksgiving Day game. Hopefully that is true. I think we could be on track. Again, a lot has to happen before then. A lot of this equipment has to be purchased and delivered. I think once Comcast goes in and does this proper cabling and we have basically what we call a studio in a box, which is what we've been...

Alderman Teeboom

So in short, the answer is yes you're planning on it? You're working with Mr. Pfeiffer?

Jeff Poehnert

And Mr. Pfeiffer, yes.

Alderman Teeboom

Cause he's a key to that whole thing.

Jeff Poehnert

Yes. He and I have already done the site visits for where the cabling should go. CDA has to be part of that.

Alderman Teeboom

And do you work with Mr. Farrenkopf? Is he involved?

Jeff Poehnert

Yes. We will be.

Alderman Teeboom

Thank you. That's all I wanted to know.

Jeff Poehnert

I'm hoping.

PEG studio. The 14 Court Street has been officially as you know authorized as a Nashua CTV

studio and production facility. Line of site surveys for the microwave transmission feasibility from Court Street are being done. They've gone up on top of the tower. A very scary endeavor to go up, but they've gone up and are trying to see the feasibility of microwave transmissions from the building.

Alderman Teeboom

Is that a microwave or is it going to be a laser?

Jeff Poehnert

I'm sorry. Without Director Barker here, it may be laser.

Alderman Teeboom

I think its microwave.

Jeff Poehnert

I'm sorry. That's where he's doing that. Then we're also are researching an access control system for the security in Court Street because there is a lot of public going in and out of there that we would have no control of. So we have to make sure our section is secure. That's my report.

Andrew Cernota

Any final questions for Mr. Poehnert regarding his report?

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

Committee Reports

- Education Committee

Ed Lecius

Unfortunately Mr. Chairman I was unable to attend the E Channel meeting this Tuesday due to a conflict with my work schedule. I don't know if Mr. Farrenkopf was there and can add anything?

Rick Farrenkopf

I also was unable to attend unfortunately. Ms. Hynes asked me just to make a few comments. She was going to be here, well she was here and then she got called away. The discussed a couple things that they wanted to be brought up here. That was number one just to encourage us to move forward with the hiring of the education access position. As we kind of heard today,

obviously, there's only one person doing an awful lot of things right now. He's doing an excellent job, but there is an awful lot of things that we'd like to move forward with. So again from the Educational Committee's perspective, we'd like to encourage us to move forward with that. We wanted to ask about the server acquisitions, and Jeff's already discussed that. We understand that that will provide a lot of capabilities and consistency that we hope that server will solve for us.

I guess you're working with Stacy on an announcement template to help put announcements up more easily, consistently.

Jeff Poehnert

Right something across the board with all the logos, school mascots, whatever has to be up there, pictures of schools and things like that.

Rick Farrenkopf

The last item was just we're excited about the Stellos Stadium cabling project. I was there last turkey bowl and it was an awful lot of work to try to do what we did last year, which admittedly had its deficiencies. With the cabling that we're doing, hopefully it will make trying to do this turkey bowl a little bit less work, although it's still a huge project. Stacy did want me to make sure that we gave a special thanks to the city Parks and Recreation Department for all the work they've been doing in helping with all of that work as well as Jeff Sufforts (sp?), and Comcast, etc. Those are the items she wanted me to bring up.

Paul Johnson

I'll just ask one question related to the – since you mentioned the turkey bowl again – that is are there plans to broadcast any other football games this year or is that something that will be a year out?

Rick Farrenkopf

I don't have an answer for that.

Jeff Poehnert

I want to. I wanted to. That's when this started in the spring as far as basically it was back in May when we started the process of trying to upgrade this so that we could do the fall sports schedule, but here we are. I, again, maybe I'm the optimist here but once we get kind of a package in place we might be able to do something.

Paul Johnson

To follow up on that then, if the turkey bowl was a major undertaking would the other football games be a comparable undertaking or not? I hope not.

Jeff Poehnert

No I think that depends. In other words, it depends on what side you want to do it. We might be able to do a sporting event 2 cameras out on either end in a kind of conservative set up. I'm not sure.

Paul Johnson

The reason it was such a major undertaking last year if you recall, we were trying to do multiple cameras. We had, I think, 2 cameras on the field. We had cameras in 3 or 4 other locations. When you walked into that facility, there is no wiring to do that. Just laying the wire down was a monumental effort. That's what we're hoping becomes a little bit easier moving forward. There will be permanent infrastructure in place without having to do any running wires to do a 2 camera production?

Jeff Poehnert

Should be yes. It's something where CDA is going to come in and really give some advice on that. With that said, we're going to be looking at a 2-tier thing where there's going to be the turkey bowl tied production, which will be a very high level. But there could also be one of the field hockey games that would basically entail turning on a wide-angle camera and just showing the field and it goes live. We're looking at that. That's a possibility. It's not going to take a lot of manpower but yet it would go live and families could see their children there.

Dennis Ryder

Do you have the feedback set up from Comcast so that you can see what's actually going out from the cable?

Jeff Poehnert

Yes. We're just waiting for them to actually install that. Now they're going to run the conduit underground....not yet. I'm waiting for them to give me the exact day they're going out and doing it. It will take about a day. So it's not a long process, but it's the process of getting them out there right now.

Dennis Ryder

I'm sure you're going to test it before...

Jeff Poehnert

Oh yes. Many, many times.

Andrew Cernota

You've mentioned about the fall sports season, thinking that might be a good opportunity for student involvement. Has there been any...

Jeff Poehnert

Yes. Jim Pfeiffer and I have talked. We don't have any conclusion at this point – and many other projects that could cross over in his curriculum. That kind of an event he believes if we set the date, he'll have the students that will be there. It's one of those they're all interested in it.

Alderman Teeboom

We're on the Education Channel Committee still?

Andrew Cernota

Yes.

Alderman Teeboom

I have a question for you Mr. Farrenkopf. I attended a few of the Education Channel Committees, certainly not all of them as you know. To tell you honestly, people have well intention but basically are dead center. Are you saying that they absolutely need an access manager to get them dead center to get things going? It's not totally clear to me at this point without having the infrastructure in place other than the fact that you can do the broadcast of the School Boards and the committees, what else can you do at this point, or plan to do at this point, or can do at this point?

Ed Lecius

Alderman Teeboom and members of the Committee, the concept is there within the committee structure and the different people who sit there. What is lacking now is that individuals to pull it together to go out and take the professional piece and the technical piece and pull it all together from the classroom, from the special programs that are being thought about, and to coordinate to a certain extent with Mr. Pfeiffer keeping in mind that Mr. Pfeiffer's number one job is to teach that class and be kind of an edge to the committee when possible in terms of providing us with any recommendations or suggestions. The missing piece the committee feels right now is this position so that what's out there in the raw stages can be pulled in and put forth and proper production both technically and give a profession touch to it. We feel that this is the missing piece to the puzzle right there right now.

Alderman Teeboom

So without that person, things stay at dead center?

Ed Lecius

Things will move a lot slower. We feel that with that person we can get this leap frogged and off and running.

Alderman Teeboom

Do you feel the same way Mr. Farrenkopf?

Rick Farrenkopf

Yes I do. I mean in terms of some of the – we talked about buying some equipment for use in the classroom. I don't know how much time Jeff is going to have to invest in that. That would be one thing that person could help with is help train people in the schools to use this equipment so we can get more contact. Help meet with principals on an ongoing basis and other staff to solicit ideas on more programming. Again, one of the ideas that the educational channel had was to showcase our schools and to create lots of content showing what's going on in our schools from a curricular perspective, from an athletic perspective, from lots of different vantage points. I think that as we can see, Jeff is doing a terrific job but has limitations in terms of his ability on a weekly basis to do everything that we're trying to do now and to expand that to really do a good job in the educational side, I think, really does need more resource.

John Barker

I just want to affirm what you're saying about the need logistically. It seems very clear to me that we need this to move the education channel forward the way it ought to. Second of all, I don't want to trivialize the amount of effort that is going to be incumbent on Mr. Poehnert and myself to some degree over the next 6 months in building an entire production studio over at Court Street. That is going to sap vast amounts of our time. That's going to come at the expense of building forward the education channel. This individual is needed for taking the lead on doing some of the technical functions over there as well as the logistically. So it's really not just a matter we want someone to sit in committee meetings, there's going to be quite a full plat of work for this individual when we bring them on board. Realistically when if we move with all due diligence now, I still believe we're 60 days before we have a full individual on site, with notifications requirements to existing employment, and all sorts of things. So we're talking about trying to get a person in and get them working in 3 months or so. At that time, if anything, we're going to be even more taxed with responsibilities around the new production studio and the like. I really do feel its incumbent for us to move forward to get this started and get that individual in place. Especially when that person arrives based on that time line, when that person arrives, we are going to be well able to hand them a full plate of work and get our monies worth out of them.

Paul Johnson

I've given this a lot of thought too. I do agree. I've looked at the PDF and the duties this person will have. I've looked at the time line for the education channel we're already behind where we hoped to be with that. I see things like the turkey bowl coming up later in the fall, building the

facilities, which the education – whatever the position title now is – manager or whatever, would be working with and using. For him or her to have input and the design of that and participate and help with that process as well, I think, is beneficial. I just do see this as being an appropriate thing to try to get our education channel, which is now on the air, to being a real going concern and I don't see any reason to hold it up.

Alderman Teeboom

Yes I've given this a lot of thought as well. Before Mr. Poehnert came aboard, in fact Mr. Barker came aboard, to hold the responsibility in this department and actually accepted this as a function in his department. PEG didn't have a home. CTAB has some funding, but they weren't in a position to really do good things because a board doesn't do much except debate, and approve, and review. We don't program anything. There was an attempt here in CTAB to get an individual to be a member and do programming. It didn't work. They tried to buy equipment, and they bought the wrong equipment because the person doing it wasn't the right person doing it. It's well intentioned, but these are difficult times for problems.

I've gone to the E Committee and they've got the same problem. They are well intentioned people meeting, but basically other than talking about what we'd like to do, they're really not doing it because they're not equipped to do it. So they need a champion. They need somebody that gets things going. There's a lot of outreach that has to be done which isn't being done. It's not just Nashua School Districts. It's a major part of it, but not all of it. Could (inaudible) help with the design? Absolutely. I'm coming around to seeing it that way. But I understand also this is going to be a significant impact on the budget. That person is going to be an impact on our budget significant in the area of \$50,000 thereabouts a year. That's why we need to look at projections. We may have to go back to the well. I don't go back to the well unless I have substance and proof that we need it. There's nothing worse than going to the Board of Aldermen, and I see it happen time and again, somebody saying I need somebody and there's really no real hard justification why. There's always pushback why do you need them. You didn't have it before why do you need it now?

I'm coming around because I just don't see things happening in the education channel other than board and committee meetings. I just don't see it happening, and I don't see it happening coming out of the E Committee unless we give them some arms and legs is the way I look at it. Knowledgeable, active, intelligent arms and legs. Thank you.

Paul Johnson

Just to reinforce that. We do look back to the days when we were dependent on the PDF for the PEG Program Manager and we kept waiting for that come out and finally be issued, and finally the long hiring process. We're just sitting around debating from months and months and months and not able to do anything until we actually had that person who could execute. We've got a great one now, and we're moving ahead full speed. We'd still be debating if that hire hadn't been made. You've absolutely got it right on the head that the education channel is in exactly the same boat until they have somebody who it's their full time job and responsibility to make things happen.

Rick Farrenkopf

Just to add and to reiterate, I think that was the intent of what the Educational Committee should be doing. So I don't want this to come off, I don't think, as a slam to them. I feel obligated just to defend what they're doing a little bit because what they're doing and what they're supposed to do is to debate and come up with a plan of this is what we'd like to see. We'd like to see a football game broadcast on a weekly basis for a certain amount of time. To Alderman Teeboom's point, they need intelligent arms and legs to make that happen, which is someone of Jeff's caliber that would be devoted to doing that and as you said to make it happen. So I think it is a natural progression and needs to happen.

Jeff Poehnert

Honestly I have held off on certain things too as far as getting internships and things like that. I also don't want to raise excitement expectations and then we haven't done it. We don't have the equipment; we don't have the proper way of doing things. We are coming to that point now where I'm going to be reaching out to the community and the educational community and trying to bring people in. I will have something to offer them. We'll have a direction. I can see it just exploding in the next couple of months, which is what IT Director Barker said that it's going to take 60 days. It's going to take a couple of months. In that time, many of these things will start to come to past as far as moving forward in the education channel. So we will have that need.

Andrew Cernota

We actually have the vote on that PDF for later in the agenda. I don't know if at this point perhaps we'd like to conclude the committee report and then move on to the (inaudible).

Rick Farrenkopf

Personally I would just like to request that we vote on that now. I have to make it to a 10 a.m. meeting. I've obviously got a personal agenda here, and I'd like to cast an affirmative vote for that but I'll go with the will of the board.

Dennis Ryder

I'll second that too because I've got to leave at 10.

**MOTION BY ED LECIUS TO APPROVE THE PDF OF THE EDUCATION CHANNEL ACCESS
MANAGER POSITION AS PRESENTED BEFORE US THIS MORNING**

ON THE QUESTION

Alderman Teeboom

A quick question. I just got this copy. Is the outreach in this PDF?

John Barker

Yes. Almost all of the comments if you look at the third page, public and educational institution outreach promotion and training.

Andrew Cernota

Just for those people who arrived to the meeting late, there were copies passed out at the beginning of the meeting of a slightly updated version of the PDF.

John Barker

Almost all recommendations made it in to some extent and purposes. We've really gotten to the point now where we've done enough to adequately move this forward. We could, I'm sure, debate syntax and placement of punctuation nauseum, but I think we've got enough of a working document that we can find the right individual and move forward. As we've talked about independently of the meetings, after we fill the position this document becomes something that's much more archival than anything else.

Alderman Teeboom

What is now the plan? We approve this thing, what is your plan at this point?

John Barker

It will be presented to the Mayor and the CFO for approval. Once it has been approved, it will be since it is a merit position it will be (inaudible) and that means posted internally by a matter of course but will also go out into the industry publications just as we did with the PEG Program Manager. It will hit a couple of websites, and it will go to I believe a couple of the regional publications. I think they use the Telegraph, the Union Leader, and possibly the Lowell paper as well. I will also at that point look to convene a search committee who will join me and Mr. Poehnert in reviewing the submissions and conduct interviews. Exactly the same process we went through essentially with the PEG Program Manager.

Alderman Teeboom

Except for one difference, the final recommendation is now yours. The decision directly (inaudible) to the Mayor it is not yours correct?

John Barker

That's correct.

Alderman Teeboom

This person will report to your division. In fact, this department passes that person will be inside

and part of that department.

John Barker

That's correct.

Alderman Teeboom

I just wanted to clarify that point because we had, I think, still an issue from last year whether this person is a school department employee. If there's animosity in the school department, the fact is we want to make sure this person is divorced from the Nashua School Department, has allegiance to a larger education than just the Nashua School Department. That was the primary reason for putting it in. Now this is a department is even more logical than before.

John Barker

I just want to point out that while all of the feedback as it always is is listened to carefully, when we'll be for the search committee the actual negotiation of salary, and terms of employment, or whatever those are determined by the City itself by the staff.

Ed Lecius

I just wanted to thank Mr. Barker for all of his work on this document and the members of the committee who took the time to read it and send their comments in. As far as Mr. Teeboom's concerns, I believe that particular issue is being pushed by the former superintendent and is a rather moot point right now.

Alderman Teeboom

If I can there's one more point I want to make. It's a dual headed function. It's an interesting function really. Administratively this individual will be reporting to Mr. Poehnert, in turn to Mr. Barker. His home is the IT Department. His review is now going to go through the IT Department. His salary is through the City and all that. But daily functionally, not from a day to day, because day to day I think is on the PEG, but the way it's described in the Policy and Procedure Policy functionally the instructions come from the E Committee. So the E Committee sets the overall guidance to the individual whether the E Committee meets once a month or to it's chairman wants to meet more often, it's the E Committee that basically directs this individual not daily but functionally. I hope this makes sense. It's a concept that's worked extremely well in the technical industry where you've got people with a particular expertise have a home inside that expertise but hired themselves out sort to speak to other departments that need an expertise. When that job is done, that person goes back to his home department to be hired out some place else. It's a structure that works extremely well in complex technical organizations where I worked. So we've adapted this model here. I hope everybody understands that well. I also would expect this person once hired to attend the CTAB meetings. Again, that's basically something we'll have to – it's not really assessed that, but I suspect we'd want to do that. So when the E Committee is presented, perhaps that person could also make a presentation there.

I just wanted to clarify that because maybe it's not well understood how this dual headed position works. But that's how it's supposed to be set up.

Rick Farrenkopf

Yes just again to reiterate. I view this as a real cooperative, exciting opportunity. I think that this person is not necessarily solely in any way going to rely on the E Channel Committee for direction. I think that through Jeff's leadership and John's leadership they will get direction to this is what I think you ought to be doing. The E Channel Committee is really the way the policy is written talks about approval of content goes through the E Channel Committee. So as an example, Jeff may very well say I really thing you ought to be meeting with the principals. They're going to get direction like that from Jeff and from John. Obviously attending the Educational Committee meetings they'll get more direction - that person geez this is what we're hearing. This is what we think would make sense. I really think it's going to be a wonderful cooperative adventure. I think it will work very well.

MOTION CARRIED

Alderman Teeboom

Point of order. Just for clarification. That means that the committee, because you didn't repeat the motion, has effectively approved Mr. Barker to go forward to do the hire?

Andrew Cernota

Yes.

Alderman Teeboom

We're not really approving the PDF, we're really approving to go forward Mr. Barker to proceed with the hiring to get it all (inaudible) speed.

Andrew Cernota

To bring that PDF to the City for the next step in the process. Yes.

- Federal/State/Industry (FSI) Subcommittee

Paul Johnson

There's been no activity this month with the report.

UNFINISHED BUSINESS

- Policy governing chain of command and programming decisions

Andrew Cernota

I think that's more or less a settled issue at this point.

John Barker

Before we lose a quorum here possibly...

Andrew Cernota

Once we have the number, we don't actually lose a quorum.

John Barker

I just wanted to mention that there was a couple of other requests for approval we were looking for.

Jeff Poehnert

You mean on the rewiring?

John Barker

Yes.

Jeff Poehnert

That was in. It wasn't on my...

John Barker

Is it appropriate to bring that forward at this time?

Andrew Cernota

Sure.

Jeff Poehnert

It was not on my report because I hadn't finalized it. We have a price, a quote that we got from Access Audio Visual that has done the work in here so far for rewiring everything in this room so we get rid of all the static problems and everything. The hum problem was something that's come up recently. As far as rewiring everything...

John Barker

There's two kinds of rewiring that may be necessary. There's one that we know, and we've known from the very beginning, which is that the comment microphone over there and the wire running to the rack is bad. It's just bad. It doesn't work well. People can't be heard. We've known that from the beginning. They tried to work around it, but they told us from the beginning that the wiring and the conduit is bad. We're recommending that we pull the wire and replace it. Get that project done and get that microphone moving.

The second issue, which I don't know that we're ready to recommend at this point, is that there is a static problem intermittent. We know it occurs in certain spots. For instance, Mr. Ryder is sitting at one of them where as a body touches the podium or the lectern in certain ways it causes static you sometimes hear. That's wiring in these lecterns here. Those may need to be done. I'm not at the point where I'm ready to recommend that we do that yet because we haven't finished all of our attempts to resolve that. But there is no way we're going to get that microphone to work adequately for our purposes without replacing the wiring. The cost that they quoted was...

Jeff Poehnert

I'm sorry. I was going for the whole thing there. It would be the minimal of \$400 if it goes quickly if there's not a problem under this floor but \$500 – 600 is realistic.

John Barker

So we're making a proposal or we're asking for a motion not to exceed \$600 to replace the wiring for that microphone through the conduit means going into the roof unfortunately down below the ceiling and to the rack.

Andrew Cernota

I have a quick question. As far as who actually owns that wiring, is that an aldermanic chamber maintenance issue or is that something that is purely in CTAB's...we upgraded the audio system in the chamber for purposes of our broadcast but we've not actually taken control over a lot of the aspects of general maintenance in the chamber.

John Barker

Well it's my unfortunate duty to let you know that you have defacto taken responsibility for the wiring in the aldermanic chamber by that function. If anything happens, we're the ones who are contacted. There is nobody else who is maintaining and there is no other fund of city monies for these purposes. If the reason that we did the wiring was to improve our broadcast, then that rationale applies to that microphone certainly undoubtedly just as much as it does to all of the other work we did and it hasn't gone away. I think this was a slippery slope and in for the penny kind of situation and that's where you are.

Paul Johnson

I guess the moral there is we should not change light bulb.

John Barker

I will not be changing light bulbs.

Andrew Cernota

I'm very disappointed to hear what I heard there. I kind of predicted that this would be the case some months back, but it was a voice crying the wolverness. At any rate, I would make a recommendation that we can save significant funds and derive additional flexibility by replacing the wired microphone with a wireless microphone which gives us a lot of other benefits and for considerable less money. Why have a wire there?

John Barker

Frankly the wired microphones perform better. The wireless microphones are not always reliable. We've seen that here. Frequently you have to get right up on them and practically eat the microphone which individuals are not generally doing when they're making public comment over there. So the hand held microphones we have in the lapel microphones you have to be fairly close to those. Much closer than you would be for a wired microphone with a good sound pickup.

Alderman Teeboom

That's absolutely true. Having become an expert on karaoke sing not long ago. About 2 \$25 wireless microphones and it didn't sound all that good. When I checked into this, oh well, you paid \$25 how about paying \$25,000? It gets very expensive if you do it very well. I don't even know how well it would work with the mixer here. They can get very expensive. The broadcast is an example when professional politicians come out; they're all set up with microphones and all that. That's a very expensive rig. It sounds great.

The other thing is we found out with the wireless that there's mistakes are made. You can't find the wireless microphone; you don't turn them on. You were here one time Mr. Barker when we couldn't get the wireless stuff up and running. Somebody turned the switch off. There is an issue about is it immediately available as a wired microphone. That's my understanding on the phone.

Jeff Poehnert

My actual only issue with the wireless, because I think by the time we're through we'd probably spend almost the same money for good ones. But it would be that the wireless are battery operated. That can be a real issue I mean as far as just that they're in the middle of a meeting if we haven't replaced the batteries they go. Just at least with the hard wire it's there, it's on, it

works. That would be my...

Paul Johnson

My recommendation is really in terms of flexibility particularly just finding it just at \$600 to replace 40 feet of wire. The flexibility of having somebody who's speaking being able to take the wireless microphone for a presentation or something and walk around with it or things like that in the chambers here, and also that provides additional functionality in the room for the same dollars. I agree. I don't buy this idea that wireless microphones aren't as sensitive as other ones. I mean they're used by bands, and I've had a lot of experience with them and I don't think that they're problematic. But I'm sensitive to the battery issue. I'll stick with my recommendation and leave it at that.

MOTION BY ED LECIUS TO MOVE FORWARD WITH REGARDS TO JEFF POEHNERT'S REQUEST FOR APPROVAL OF NOT TO EXCEED \$600 FOR REPLACEMENT OF THE WIRE BETWEEN THE PUBLIC COMMENT MICROPHONE STAND AND THE CENTRAL UNIT

ON THE QUESTION

Paul Johnson

By discussion do we have a choice?

Alderman Teeboom

You can always make a counter motion. You always have choice. This is a democratic society.

**AMENDED MOTION BY ED LECIUS TO MOVE APPROVAL OF THE REQUEST NOT TO EXCEED \$600 FOR THE BEST OPTION FOR THE PUBLIC MICROPHONE IN THE ALDERMANIC CHAMBER
MOTION CARRIED**

NEW BUSINESS

- Court Street memorandum

Alderman Teeboom

Yes you've read the memorandum. I see Attorney Clarke is here. We had some difficult – you'll notice there's some difference between the mayoral letter, which he did not pass through counsel, and the Court Street memorandum resolution. I believe Attorney Clarke that is going to be on the calendar this Monday?

Dorothy Clarke

Yes.

Alderman Teeboom

You'll notice there's a difference. The difference is that CTAB is really not an entity that can occupy – maybe you'll want to explain it yourself since you're here, but the end of it is that we have authority to get into Court Street, PEG services, and (inaudible) use of the facility that the black box space (inaudible) facility not to exceed \$500 a month. So we don't exactly know what the fractional use of that is because we haven't looked at the prints yet unless Mr. Barker tells us a little bit more. Whatever it is, it's not to exceed \$500 plus there will be an electric meter installed as part of the design. Then we'll meter the electrical power usage because the studio will have lights. Lights are electrical and power intensive. It will not include the heat. The heat is done through gas. So the gas is included with the basic in-kind service fees. She also says that there's an in-kind fee because technically the City doesn't have to pay a fee to use of a city building. Mr. Barker occupies a piece of the upstairs floor. I haven't been there for a while, but you certainly don't pay out of your budget a fractional use of that space to the building. We're doing it. I think didn't we approve this; even so I'm still looking for a vote to proceed with this, unless we took a vote on this previously. I can't remember Mr. Barker. Perhaps you could help us out.

John Barker

I think, no, we haven't gone for a vote yet. The reality is that what we would be asking this committee to do is the authorize the entering into this arrangement for this continuing expenditure to be in that facility, which would include the electric and which would include a monthly – and I don't want to say a fee – monthly usage cost which would not exceed \$500. Should there be any extraordinary maintenance fees necessary above and beyond that, we would deal with those as they arose ad hoc. But that's what we would be looking for at this point. As CDA, the consultants we hired, come forward with their recommendations for additional investment to set the facility up, buy equipment, etc., those will be brought forward either for ad hoc votes if it's urgent enough or to the committee here at our standard meetings to ask for approval for those expenditures which underscores the requests made earlier by the committee members to see some kind of a pro forma estimate of where these costs are going to be so that they can start thinking about them outside of the meetings.

The only expenditure other than making this agreement among and between the city financial parties is the expectation of us to very quickly get a security system in place over there so that we can secure that area. There are many different parties that use that building that are not city staff. They're not always monitored, and we are talking about having some expensive equipment not that far down the road going in to that facility. So we would like to have a fairly simple security system put in place to monitor it and control access that would be limited to the authorized individuals who are part of refurbishing and setting up that facility. Other than that, those are the only things we have at this time, I believe, to bring forward to CTAB.

Paul Johnson

I have 2 questions related to this. One of which is as I read ordinance O-07-134 which adds to the duties of the IT Division, the Information Technology Division shall also include a public

educational and government PEG access television services department which shall be responsible for the city's PEG access television channels. Could that be construed, and this is just a question, that actually the IT Division would be occupying that space. That's a question to be addressed before the aldermen meeting I would think.

Alderman Teeboom

The answer is yes it if passes. If the ordinance passes, the IT Division pays for the responsible occupant because its department works out of there.

Paul Johnson

So would the financial relationship be with the IT?

Alderman Teeboom

Well let's ask Attorney Clarke.

Dorothy Clarke

I'd say yes. There's city divisions and departments and all various city owned buildings around the city. The police department is in the building at Panther Drive. The fire department has multiple buildings. I think this would just be the IT Division would have office space both in City Hall and some of their office space and responsibilities would be occurring at Court Street.

Paul Johnson

The question I guess then revolves to all of the budget accounts that the CTAB currently is involved with. Those flow through the IT Division going forward or are they already?

Dorothy Clarke

They are already is my understanding.

Paul Johnson

Okay. Thank you. The other question was related to you mentioned a simple security system. Is that an interim system cause I would think that the security would have to be a little more involved going forward when we're going to have after hours access by producers and what not and probably some kind of a card access system down the stream. So I don't know what you envision and whether it's scalable.

John Barker

Anything we selected would be scalable, but I guess what I'm envisioning at this point is we're not talking about when I say simple, we're not talking about 24 hour video surveillance. We're

not talking about arming the whole building. We're talking about putting access control on the portions of the building that we use which would be the entrances to our particular areas only and providing cards, or access pins, or whatever is the appropriate mechanism to a limited number of people at this time. But absolutely anything we purchase would be scalable to more individuals and possibly the incorporation of other technologies down the road if they became necessary. So if someone said well could this system incorporate cameras down the stream? Sure, we would make sure that it's an extensible system. I guess what I want folks to know and want the committee to know is that we're not looking to make a major expenditure at this time for a top shelf security system. We're looking for something that meets our specific need now and over the next 2 years or so.

Paul Johnson

Good answer. Thank you.

Charlie Matthews

For Mr. Barker I have a question about the usage fee. If it's a city department operating on a city building why are we paying the city money? I can understand the electric meter because obviously there's going to be costs incurred for using that area for a studio. Why are we being asked to pay a fee to occupy that building?

John Barker

Well you're actually not being asked to pay a fee. All we're doing is compensating for the expenses of utilizing that area. Arguably every budget in the city has a certain amount – the general fund pays for all the facilities you see here. If departments didn't have to kick into that, there'd be more in their bottom line. Everybody by extension pays something for their utilization that they're using in the buildings. This is really just a little more of a structured understanding of that, but we don't want to use the word "fee" and we are not leasing the space. We are not renting the space. We are utilizing the space like any other department is, but we're being very clear that we are helping to cover the expenses that we are incurring by being in that area.

Charlie Matthews

All right. Thank you.

Alderman Teeboom

Also because the franchise fees we're keeping the cost accounting clear. Remember we are paying for this through franchise fees for the purpose of franchise operations. So it makes sense on a number of levels. It took a while to get to this point. This memo that the Mayor finally agreed to sign didn't come over night. It took a lot of negotiations, and we also had to work with the Court Street Commission who's job it is to come up with a plan to get Court Street to pay for itself. So we're using very valuable space. (inaudible) we don't recommend having CTAB go in there or the PEG service go in there because they're not paying us anything extra. When people

like the ballets and what not come in, then non-profits come in and pay fees. These are all accommodations. I think in the end we are making out very well because we've looked at other space. We reported other times. WE looked at commercial space even though as cheap as peanuts is – this is cheaper, than cheaper than peanuts.

MOTION BY JOHN BARKER TO HAVE CTAB COMMITTEE TO ENDORSE THE RESOLUTION APPROVING THE USE OF BLACK BOX SPACE AT 14 COURT STREET FOR A STUDIO PRODUCTION AND CENTRAL BROADCASTING FACILITY FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT PEG ACCESS TELEVISION

ON THE QUESTION

Andrew Cernota

One slight clarification. I believe Alderman Teeboom mentioned before, it's an ordinance and not a resolution. Is that correct?

Alderman Teeboom

We have 2.

Andrew Cernota

I'm sorry.

Alderman Teeboom

This is the resolution and financial arrangements are all in there. The aldermen could change it. They could up the number. They could turn down the number. I'm just endorsing it the way it stands right now.

MOTION CARRIED

PUBLIC COMMENT - None

COMMITTEE MEMBER REMARKS

Paul Johnson

I was just going to back up. I think we may have, maybe I just missed it, but I seemed to recall the previous discussion. We got caught up on the microphone issue, but I thought Mr. Poehnert started off saying that there were 2 rewiring issues to be addressed. Did we discuss both? Did I miss one?

Jeff Poehnert

You mean up in the auditorium?

Paul Johnson

I don't know what the other one was. You never got to it.

John Barker

It was actually myself when I said that the 2 areas were the wire from the public comment mike back to the rack. Then the other was the static issue that we keep seeing with the wiring here in the lecterns. We are actually still hoping that we can utilize your assistance and seeing if we can resolve that without having to depend on an outside firm.

I would like to report on something – I know I wasn't here at the tail end of the PEG Manager's report so I couldn't really go into it much, but the IT Division is looking at what's necessary to get wireless high speed, high band width networking between here and Court Street. That networking would be utilized for the library and for other government facilities and government needs up on the Amherst Street side of town. But I think we can expect that the IT Division is going to be looking for someone to help us put together a request for contingency funding to get that done. I can give you a rough idea now that the cost to put that kind of networking in place is right now the ballpark numbers I'm getting is about \$30,000 to get that networking in. That's not counting some premise wiring that will be necessary in a number of locations. So that number may go up a little bit. It's not something that we planned for during last year's budgeting cycle to have in place. So we did not set aside money for that. At the same time, I do not believe that it's something that can wait for the capital improvement committee to deliberate and present to the next budget cycle. So we'll be looking to talk to the Mayor and the Board of Aldermen about other financial mechanisms we can use to fund that. We're not looking for CTAB to pay for that because that is not strictly a CTAB project. It is something that's going to be critical for PEG services to be able to use that facility. Right now, there's not sufficient bandwidth at all. There's just a simple copper line to that building, and it's not going to do anything near what's needed over there.

Alderman Teeboom

What happened to the \$10,000 estimate?

John Barker

It's somewhere between \$8,000 and \$10,000 for each system on each location I've discovered. We actually determined that we have a line of sight if you go up a little bit high here to the tower. So we've saved 1 hop of the bouncing of the signal. If we want gigabit connectivity, then those systems are running \$8,000 to \$10,000, then you add in some services around that, and you add in some other pieces of it, and you're going anywhere from \$30,000 my estimate at this point. No RFPs have been done. No competitive bidding has been taken up yet. The feasibility is what

I've been looking at and the ballpark numbers. That's where they're coming in.

Alderman Teeboom

When does this have to be in place? We're moving to Court Street and it's the broadcast center. When does that have to be in place?

John Barker

I believe we're looking at based on – we don't have timelines for that facility yet. My expectation is 90 to 120 days we have to have networking in place for that.

Alderman Teeboom

So we need a plan from you on how we're going to deal with this about getting funding outside the franchise fee funding. Maybe there can be a contribution?

John Barker

There may well be.

Alderman Teeboom

I can't see going before the aldermen saying this is – by the way we need this extra \$30,000, and by the way we're pushing it because we happened to have television needs. It's really a tail wagging the dog in this case. If it weren't for us, there wouldn't be a laser system up there. We need to work out a joint plan on this.

Paul Johnson

A question about reliability in these systems with New England's notorious winter snowstorms. The heavy wet stuff coming down and this being an optical system. Are we going to have 24/7 reliability?

John Barker

They're five nines, but there are optical systems. We haven't actually talked to anyone on the optical system yet. Their line of sight they are microwave.

Paul Johnson

You are talking microwave.

John Barker

They are microwave systems, but they are impacted by conditions of wet, and foliage, and things

like that by being high as we are. We don't have issues of foliage, but absorption, humidity and moisture absorption is something they factor in. It determines how large the dish may have to be and determines how wide the beam may have to be. They tell me that we are talking five nines of reliability on these systems.

Paul Johnson

And is our current expectation that the servers themselves are physically located in Court Street or at a facility that has a wired connection?

John Barker

They would be located in Court Street. They would utilize this mechanism to get their data back here.

Paul Johnson

So our signal coming from the server is to the head end which traverse this path?

John Barker

It would come here to City Hall and from City Hall it would go through our internal Comcast network here.

Charlie Matthews

One question for Mr. Barker. How many facilities are you talking about connecting at this point? You said going out Amherst Street.

John Barker

AT this point, we are anticipating Court Street and the Library, although we haven't actually had any conversation with you folks, but we will be talking with you shortly because we're going to have an individual come in and give us a rough estimate of the premise wiring costs.

Alderman Teeboom

A very quick question. You had mentioned microwave and a dish. That's not laser. I thought we were talking about a laser system?

John Barker

Lasers are a little more expensive. It is another technology out there, but I've discovered that lasers are a little more expensive. They have different characteristics and different ranges. When you're talking half a kilometer or less, you can get some good bang for the buck believe it or not. When you compare and contrast these kinds of systems against just laying fiber between

here and Court Street, the cost is dramatically different. Fiber would be fairly expensive between here and there with trenching work and those things. So these costs are really not that bad. True optical laser transmissions maybe something the City looks at for networking needs elsewhere down the road but doesn't seem to fit into our need for our technology at this point.

Alderman Teeboom

So basically what you're saying is we're talking about laser and you found microwave is more cost effective than laser?

John Barker

Up to this point yes. My investigations are not complete.

Alderman Teeboom

I think to look further because for a limited single pops, no repeaters, laser can be quite effective. As soon as you get into repeaters that hops. Things get much more expensive. I don't want to get into a technical discussion here.

Paul Johnson

I don't want to get into technical discussion either, but the question I guess then is in terms of signal quality this isn't then on or off situation if there's weather conditions. You down from gigabit effective through to something lower, but we're not dead typically. We might drop to 100 megabits instead of a gigabit or something.

John Barker

Yes the expectation is it's not a bindery situation of on or off. It's also full duplex so it's got one of the technologies I'm looking at is 1.25 gigabits per second each way. They're quite high speed. Five nines, by the way, just means that it's 9999.99 levels of reliability.

Alderman Teeboom

That's minutes per year right?

John Barker

I think what they told me is essentially its like 5 minutes per month downtown.

Alderman Teeboom

You can cost it out pretty easily.

Paul Johnson

On number comment, one thing that didn't make it on the agenda and it really isn't an official CTAB function at this point, but I do want to report on, is the meetings we've been having to start to jump start the public access process. All the members of CTAB have been copied on a series of e-mails and many of the people in the room have participated in these meetings to start to understand what is involved in establishing this non-profit organization that we'll have to contract with the City to operate the public access channel. We talked about a chicken and an egg situation, and we have established the timeline basically that we really need to have the non-profit entity in existence no later, I believe, at the end of January of 2008 which is racing up on us. In order to do that, we need to have – because this is fully independent of the city government than it is in the CTAB function, but we need to pull together a set of documents and recruit a board of directors and people who will work to establish this non-profit entity.

So we've had a series of meetings here in city hall that have culminated in a field trip a week ago to Manchester to meet with the executive director of MCAM – Manchester public access station and with the board of directors – some of the board of directors including the president of MCAM at their facilities. That was a really, really good meeting. The man who is the head of their board, John St. Hillarie, was just fantastic in terms of bringing us up to speed on how they have solved the problems, what the challenges are, what we're going to face. They've all volunteered or offered their help and their documents that we can use as a basis for getting up and running. So rather than reinvent the wheel, which probably doesn't make sense anyway, but we have a successful model in a sister city here. So the intent is to assemble their documents and for the people that will be forming the board of directors of the Nashua public access to work to make those documents our own in terms of what things are specific to Nashua. Probably just minor tweaks to those documents.

We've had about a half dozen people who have expressed interest so far in getting on board and helping to form this board of directors and would like to have a few more people who might be interested. If somebody out there watching this would like to find out more and potentially be involved in helping to get public access off the ground, they can contact me, Paul Johnson, at my home number which is 888-9014. We're hoping to have another meeting – couldn't do it this week, but next week and try to meet weekly to try to keep this ball rolling. WE have some great people on board again, but we're looking for more. I hope to have this established and then get into the budgetary cycle for next year and hopefully be in operation not too long after Court Street is built.

Alderman Teeboom

The plan is to get this board of directors in place by the end of this year to get it into the budget cycle, I've got to get this ready early next year. That will be substantial. We've got Al Manoian who's interested and will give you a call. We've got some interested citizens. There may be some member of CTAB, and I suggested maybe Miriam may want to become a board of director member. She can't be both a CTAB member and the board of director member at the same time. At least I don't think so. WE have never really talked about that. Is that a conflict?

Dorothy Clarke

On the surface I don't think see one.

Alderman Teeboom

You don't see a conflict?

Dorothy Clarke

No.

Alderman Teeboom

That's interesting. So we have members – can you check that? There are members on this board that might be interested in being on the board of directors of the P channel. I'd be one of them at least for the next 2 years I'm here. So that's an important development for organization but also for funding. I need to get the citizens reaction in place and (inaudible) in place for the aldermen to approve – you noticed over \$900,000 came in from the franchise fees. You mentioned that MCAM gets a sizable amount more money that we get. MCAM is just a public access channel not E and G. They get a full 1 percent I believe?

Paul Johnson

Right, they get a full 1 percent, which is what we get. Their franchise fees are pretty close in dollar amount to ours interestingly enough. I think even though they have a bigger population and slightly higher franchise fee, they have 5 percent whereas our predecessors negotiated only 4 percent. But the comparable overall amounts coming in from the franchises in both cities, but much more of it is allocated in Manchester to the intended purpose of the franchise fee, which is public education or government television than is currently allocated in Nashua.

Alderman Teeboom

I'd like to know from Attorney Clarke that we can do that. That a member of this board if you could in your spare time, now that you're 1 attorney short in the office, if a member of this board could actually be a member of the board of director to the P channel non-profit that we're talking about.

Dorothy Clarke

I will research that question for you.

Alderman Teeboom

While I have the floor and I ask you a question, I can also I was asked by Director Barker that in the ordinance that you prepared that makes the PEG services a department in the IT Division,

Mr. Barker would like to have the words “designated as Nashua CTV” as such wording to be included with that so I can introduce that when this ordinance gets referred. Is that okay? Can we put a designated name within this ordinance?

Dorothy Clarke

That also sort of makes it official by the governing body that the same has been officially approved.

Alderman Teeboom

That’s what I’m trying to do. So I’d like to add the words - designated that we have this wording. I’ll send it back to you by e-mail. It says designated as Nashua’s...and also that PEG services will be designated as Nashua CTV. Is that all right?

Dorothy Clarke

That sounds acceptable.

John Barker

I’d just like to let you know that I’m going to draft a couple of other comments to send you on the ordinance. I believe the ordinance is open to misinterpretation that we own the public television function rather than providing the technical services around it. So I’m going to think about maybe suggesting some language that would clarify that what we’re providing to the whole thing is much more around the IT Division as particularly is much more around the technical services not the other functions of IT.

Alderman Teeboom

You can add the word “technical services” instead of just saying services. You can have technical television service.

John Barker

I believe somehow we need to clarify it or we’re going to have individuals on the board and in the public who’ll somehow believe that the IT Division will own the public, the content and the direction of public television on the PEG side. That obviously will not be the case.

Alderman Teeboom

The City will still be responsible for the services?

John Barker

Yes.

Alderman Teeboom

The operation of the service that is what is shown on the services. What's provided through the services, the content, is what we're talking about not the P channel. If the public access channel doesn't work, it's your little laser beam or your microwave falls apart because you've got your 5 minutes happens. It's your nickel.

John Barker

We just want to make it clear that it's like the telephone company. We're responsible for the wires, and the handset, and the tone, but we're not responsible for what people say. We're not directing people on what they say on the phone. We're providing the mechanism, the medium by which that communication can occur.

Dorothy Clarke

My impression too was the City will ultimately be entering into an agreement with a non-profit group to operate ultimately the public channel. Given that that's not happening yet or in place yet whatever the channel is or isn't at this point still falls sort of under the City. Ultimately I think there will be an entity that will enter into an agreement with the City that's going to do the bulk of responsibility and operating of that public channel.

John Barker

That's correct.

Paul Johnson

What you said started to make sense to me, then you said one thing that my question which was that you want to make sure that the IT Division is not responsible for what's said on the public channel. Well the IT Division shouldn't be responsible or held responsible what's said on any of the 3 channels.

John Barker

I agree. I believe public is the hot button really. The concept is the same across all of them.

Paul Johnson

The question is if you're singling out public, you're leaving yourself open on the other ones. So did the angle we're looking at may be different.

Alderman Teeboom

I think its fine the way it is. Unless you want to put technical services, you're responsible for technical services. WE can't ask the non-profit organization to start worrying about microwave

performance whether it meets the 5 minutes or not. That's your nickel. The repair is your nickel. Then maybe a contractual arrangement has to be worked out to the relationship between the city and the non-profit P organization. That can be in that contract.

John Barker

At this point I guess all I'm saying is I'm going to give some thought to what words I think might make clear my intent and suggest them.

Alderman Teeboom

Sure. Of course.

**MOTION BY ALDERMAN TEEBOOM TO ADJOURN
MOTION CARRIED**

MEETING ADJOURNED

The meeting was declared closed at 11:36 a.m.

Committee Clerk