

****beginning of meeting not on CD for transcription – CD picked up at Alderman Teeboom’s motion to add Paul Johnson’s communication****

CABLE TELEVISION ADVISORY BOARD

AUGUST 10, 2007

A meeting of the Cable Television Advisory Board was held Friday, August 10, 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
Jeanne Marie Kennamer
Mariam Swanson
Kathryn Vitale (arrived late)
Paul Johnson, Citizen Representative

Members of the Committee absent: Ben Dalianis
Brian Morrissey, Fire Chief
Charlie Matthews
Rick Farrenkopf
Dorothy Clarke, Esquire

Also present: Jeff Poehnert

READING OF MINUTES OF PREVIOUS MEETING

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

WRITTEN COMMUNICATIONS

- Court Street Communication from Director Barker
- Nashua Public Access TV Organization Meeting (Paul Johnson)

**MOTION BY ALDERMAN TEEBOOM TO ACCEPT THE TWO COMMUNICATIONS
AND ADD PAUL JOHNSON'S COMMUNICATION TO THE AGENDA**

ON THE QUESTION

Paul Johnson

I have to leave by 10 to go to Concord, so if I could move that into that time slot.

MOTION CARRIED

FINANCIAL STATEMENTS

Jeff Poehnert

You will notice that on the financials the lower 3 tabs are for the FY08, which of course will be only July. I've included the total fiscal year of 2007 so you have a frame of reference.

The current balance of the operating account, 6013, is \$276,224.52. The current balance of the capital equipment fund, 6012, is \$116,601.78. Expenses for July of 2007 including salaries totaled \$5,258.06.

Alderman Teeboom

There's a couple of large expenses there. Are you going to address these now or later? The servers as an example.

Jeff Poehnert

In the purchases?

Alderman Teeboom

Well I mean you're presenting the financial report so if there are extraordinary expenses I would suggest that you discuss them. Are you going to discuss them now or are you going to discuss them later?

Jeff Poehnert

I would discuss them later if that's all right.

John Barker

You're looking at the 2008 ledger Alderman Teeboom, correct?

Alderman Teeboom

Yes.

John Barker

So are you referring to the – salaries is not something extraordinary. There's no change there. Are you referring to the videographer warrants then?

Alderman Teeboom

No. I'm talking about the servers. I just got this thing late last night. So again, I haven't had a chance to look this over really. But I remember seeing something about servers.

John Barker

You don't see that on the financial reports. So if they're not there until they're recognized in the accounting system.

Jeff Poehnert

They have not come out yet.

John Barker

So the only thing you see on the report right now that you might consider extraordinary is that the videographers' warrant has gone up considerably with the addition of a number of Board of Education subcommittee meetings.

Alderman Teeboom

Yes that was my next question the last time because you put the temporary servers in. The videographer costs are going to come down, and that account is going to back up. In fact the next time it comes down I'm going to plot this out to see what the trend in all this is. But the costs went up. So the costs went up because we do a lot of Board of Education meetings now?

John Barker

We've added a significant number of meetings. Yes Sir.

Alderman Teeboom

And those go on Channel 99 those meetings?

Jeff Poehnert

Yes those go on Channel 99.

Alderman Teeboom

And they're advertised on 16 so people actually have a chance to watch it?

Jeff Poehnert

Yes. I started a schedule that each day has 2 schedules – Channel 99 and Channel 16.

Alderman Teeboom

And we still show the Board of Education also on 16 or all the stuff is now on 99?

Jeff Poehnert

The Board of Education those meetings I'm still showing now because that was the actual Board of Education meetings would go on 16 but the other ones no.

Alderman Teeboom

Okay. So the Board of Education is still on 16 and on 99 and the committee meetings go on 99?

Jeff Poehnert

They go on 99.

Alderman Teeboom

But the Board of Education is on both?

Jeff Poehnert

As a replay will go on 16 yes.

Alderman Teeboom

And immediate and real time goes on 99?

Jeff Poehnert

Yes.

Alderman Teeboom

That's good. That's all the questions I have at this point.

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

PEG MANAGER'S REPORT

Jeff Poehnert

The PEG staff report and purchase activity totaling of \$2,646.05 in July of 2007. The bulk of that would be \$2,417.56 for these 2 video servers that we were just talking about. They haven't arrived yet, so they haven't been configured, but those are the servers that will go one for Channel 99, one for Channel 16, and then at that point especially with Channel 99, I can start digitizing the meetings and then they can go and be replayed on Channel 99. Right now we can only go live with all the meetings. We have no capability of replay.

We've purchased two sling box remote access units. What these do are we can access either Channel 99 or 16 any where in the world basically. As long as you've got an internet connection, we can watch the two channels and monitor them wherever we are. The nice part is it's not a particular computer. I just have to have an internet connection. If I'm at somebody's house say and be able to plug into Channel 16 or 99 and make sure that everything is okay.

John Barker

I just wanted to stress that (inaudible) use only. We're not intending to stream the content of 16 and 99 out to any other users. There's a significant band width on our network streaming the content at all, but we're doing it so that at any given time if there's report of a problem we can monitor and address it.

Jeff Poehnert

Yes it has been set up for very low band width. The picture is poor quality, but I can monitor.

Alderman Teeboom

How much programming time can you place on the servers?

Jeff Poehnert

I'm really not sure yet. Basically a 3 hour meeting – say if we just took a 3 hour meeting would digitally go into the computer and go into the server at about 500 to 500 megabytes. So there's a lot. We'll be able to fit a lot in there. I'm sorry I don't recall exactly what the amount of hard drive space we've got coming in the server, but it was quite a lot. It was in the hundreds.

John Barker

I'm going to guestimate its 80 gigs or something like that.

Alderman Teeboom

Just an idea. When I downloaded one of the meetings, a 2 hour meeting, standard minutes that we digitized on our digital recorder and it took 30 or 40 megabytes.

Unidentified Male Speaker

Audio?

Alderman Teeboom

No...

Unidentified Male Speaker

Is that audio or audio and video?

Alderman Teeboom

Good point. It's audio. Just audio files.

Jeff Poehnert

Also to bring it to the broadcast quality, I do a high quality NTSC recording of it. So it does bring it up. I could do it less, but it wouldn't really be that watchable. This come out clean and you can watch it.

Alderman Teeboom

All I'm suggesting is next time – you got 80 gigabyte server. Is that what you're saying?

John Barker

I believe it's probably in the gigabyte hard drive.

Alderman Teeboom

Just some idea just scaling it up just looking at how long...

Jeff Poehnert

No. I'm sorry.

John Barker

The intention I felt is that we wouldn't have anything more on the hard drive that enough to handle a months worth of (inaudible). After that, we'd copy it off to removable media that's permanent. You can always read it back on, but you don't want to clog up the hard drive with things that you really don't intend to replay unless requested.

Alderman Teeboom

I was thinking more is maybe you play it once; there's a lot of dead space on 16. There's certainly a lot of dead space on 99. So a repetitive repeat of a program 4, 5, or 6 times I see nothing wrong with it.

Jeff Poehnert

No and we can do that.

Alderman Teeboom

If you catch it you might catch parts of it. So it seems to me this is an ideal way to rebroadcast the same information whatever you decide to do.

Jeff Poehnert

I do plan on doing that. Once it's in the server it's just a matter of scheduling. Right now in the interim server that I'm using right now in my office, for every program that I put into the server I also make a DVD of it. So it is on an external content externally and then I can erase it as the hard drive fills up.

John Barker

I was considering coming to CTAB and asking if we could broadcast your singing from this weekend, but I'll save that for another meeting.

Alderman Teeboom

No one videotaped it.

Ed Lecius

There are black market copies available.

Andrew Cernota

That raises an important point. I'd like to congratulate Alderman Teeboom and his wife Jan on their 40th anniversary.

Ed Lecius

The woman's a saint isn't she?

Alderman Teeboom

Well you missed the open bar.

Ed Lecius

My invitation got lost in the mail I'm sure.

Jeff Poehnert

We will be buying some more DV Cam tape stock. I was planning on it last month, but I actually was able to recycle enough tapes during the month to not have that expenditure but this month we are getting to a point where I'm going to need some extra tapes on the shelf.

The Stellos Stadium cabling project. It's on the agenda I think here today. On the 31st of July we met over at Stellos with the Comcast technician and representatives from the City, the school system, and the Parks Department to figure out basically how we're going to properly be able to broadcast out of Stellos Stadium during the school year for sporting events or basically any event that would happen there. For the most part sporting. What Comcast came back with what it would cost to actually – they're going to put a new cable through that would give us the ability to basically see what we're shooting. That's what was the problem originally at Stellos. You could broadcast but they didn't know whether it was really going out or not. That's what this amount of \$2,843.22 is which obviously I need approval from here.

John Barker

It's more than just putting in a residential return feed. I thought there was some relocation of the existing connections because the (inaudible) Comcast originally was not convenient to our broadcast.

Jeff Poehnert

Yes. I'm sorry. Up in the box upstairs they've got a feed going up there that also will need the return feed. I mean the residential feed so they can see what they're doing. But for the most part, we will probably be set up on the side of the stadium and we need a junction box there as well to broadcast out of. Also I'm waiting to hear back from Parks where they've got somebody coming out and they're going to be hopefully putting in a 20 amp circuit breaker there for us because power was a problem the last time that the went out and tried to do sports. So we need more power at that point. That should be rectified.

Broadcasts. We had 29 cable cast totaled in July of 2007. Twenty meetings were covered, 16 were live, and 4 were taped. Then we play 9 tape only playbacks on Fridays. Then I added

Saturdays during the month and Sundays at 12 p.m. We had no significant technical problems to report. We're still trying to coordinate the schedule between the CTAB members of Paul, John, and myself to work out the solution of the intermittent audio problem here in the chamber.

Production. Channel 99 Committee. We have 39 slides that have been created and added by our intern Antonio Sanchez to the Channel 99 bulletin board. They are currently running right now. What they include is each public high school, what their schedule is during the day. We also have the sports tryouts schedule. So it's a beginning on there.

We will require to install a cable in the administration building to accommodate proper camera placement. Where we're starting to do our broadcasts out of the administration building, where the feed comes in is wrong as to where the camera has to be placed to cover the meeting. So I need to get a contractor to give us an estimate of how much that's going to cost to get the cable to the right spot. There is a cable into the building. We do have the capability of broadcast, but we need to have the cable extended to a place in the room that's proper for broadcast.

The access manager PDF draft developed by IT Director Barker will need review.

Our accomplishments. The additional replays on Saturdays began on July 28. We began broadcasting a greatly expanded schedule of Board of Education meetings at the end of July. There was just a few at the end but the schedule for August includes most of the meeting. We basically hit all of them except for I think 2 that they're having during the month. That's a great thing for Channel 99 where we can expand that and we'll be ongoing with that.

Inside City Hall the informative talk show hosted by Mayor Streeter. The Americore Vista volunteers were the Mayor's guests on July 12th. That program will start airing actually this Sunday, August 12th.

Our interim servers – we are waiting for delivery and then we'll subsequently configure them for Channel 99 and 16.

On system design the CDA was awarded the CTV design contract on August 1st. Upon approval of funds, the Stellos Stadium will be cabled and camera placement blueprints will be accomplished by CDA.

Andrew Cernota

The CDA contract has been approved by the final members of the Board of Aldermen (inaudible) so it's less now?

Jeff Poehnert

By the Finance Committee on August 1st.

John Barker

There'll be meeting today. Myself, PEG Program Manager and CDA will sign the contract today. All of the approvals have been done. The Mayor has signed off. We just need the vendor and ourselves to finish signing it. Then also today we will discuss two other details to that to get started. I call it a kick start, but it is a small kick start. What it is is that the CDA has agreed at their own expense to go to other PEG facilities to perform some research on PEG needs technical and operational. We're going to ask them to tell us where they're going. We're going to direct them where we'd like to see them go, and ask them to go and do that now – at their expense. We're also going to ask them to set a date for when they're going to come in and give us an initial time line of building, doing a needs analysis, and putting together a project plan. So this is just sign the papers and let's talk about what's going to happen over the next 5 to 10 days.

Andrew Cernota

At the Budget Review Committee meeting that I watched (inaudible) to this, there was some discussion about travel and entertainment expense and possibly paying from \$50,000 to \$52,000 the amount authorized, and I think the final decision was to just keep it at the 50 and we should hold aside a little and reserve ourselves in our own financial thinking.

John Barker

First just because the camera is on and I don't want anybody to be confused. It wasn't travel and entertainment, it was travel and expenses. There's no expectation of entertainment expenses.

My feeling is that everything we need to do can be easily covered within the money we've put aside, especially considering that we are anticipating performing some of the functions – pulling down the scope of Phases IV and V somewhat ourselves. If for some reason I'm wrong after I kick myself, then I will come back and let CTAB know if we need anything additional. I honestly believe that we won't have any problem keeping it in there. Travel and expenses – anything that might come up would be extremely limited, and I think would certainly fit within the scope of money that we set aside up to this point.

Alderman Teeboom

Now this is going to be discussed later on and I'll have some questions about that in the agenda. They want to correct it. That was not before the Budget Review Committee, that was approved by Finance Committee. It triggers over to a \$10,000 limit.

I do have a question about the report. You mentioned, but I didn't see much discussion and neither do I see it on the agenda, maybe it could be discussed later, it says here Stellos Stadium cabling project. That's news to me. I didn't see this before. It was not mentioned before. I think if this is last year then wouldn't you discuss this perhaps as an agenda item to find out what you're up to with this project?

Andrew Cernota

I believe it's the third agenda item under New Business.

Alderman Teeboom

Is it in the New Business item?

Andrew Cernota

Yes – cost estimate from Comcast to rerun a return residential feed from street to Stellos plus conduit access junction box to side of buildings for sports broadcasts. Is that the item that we're talking?

Jeff Poehnert

Yes.

Alderman Teeboom

Then I'll just hold until we get to that. Thank you.

Jeff Poehnert

The PEG studio facilities research – we are recommending 14 Court Street as the Nashua CTV facility location. Further research will be accomplished by the consultant CDA once they are on board. Please refer to the e-mail communications concerning this because there was some.

Paul Johnson

Thank you. Good report. Question now related to the budget – one of the things I come back to every month on these is I'm trying to ascertain what our actual budget will be for construction and equipment for our facilities? If I do the math now, we've got about \$393,000 less \$50,000 to CDA, less about \$15,000 in run rate for 3 months, less I see another \$5,000 in expenses with the servers and the Stellos cabling. So we're down to maybe \$320,000 in total in the bank that's unallocated yet and available. What's your feeling as far as the adequacy of that for our task at hand?

Jeff Poehnert

Well my feeling on that is that that is especially with the type of technology that we're going to be using – the costs. It's plenty.

Paul Johnson

Given that we have to do construction and all these other things as well, generators...

Jeff Poehnert

There's going to be construction, but it will be an adaption to something that's already there. I mean certainly we're not going to building a new building. Really everything that we have done as far as their Court Street research, its there basically for the building right now as far as a studio goes. We've had people come in and there aren't any outstanding code issues other than the ones that the Fire Marshal would have anyway. But there isn't anything outstanding in Court Street that jumps out at anybody.

John Barker

Mr. Johnson has pointed out what we have in the bucket. I don't think that's so much a budget. What I'm expecting is that we're going to ask the CDA to give us an estimate based on some initial research of what they believe the cost will be to accomplish the larger (inaudible) budget from that. Obviously we can't go over significantly into (inaudible) that bucket of money because we have operational needs. Now our operational needs are fairly mature so we know how much money we need to keep things running, and we know how much money we generally have coming in from Comcast. At the same time at this point, I'm not comfortable giving a figure as a budget. I think I want to see what the consultants come back with and then we scale back from there. Ultimately they'll build to the degree that we want to fund.

Paul Johnson

I guess I was just getting at that if the overall question of looking ahead at whether we think we have adequate funds or not, I'm not as convinced as Mr. Poehnert that we do. I'm looking at Court Street and having to do internal first some demolition of what not – framing, electrical work, building offices, doing all new electric to a series offices, lighting, and just a lot of physical construction – soundproofing of the ceilings, etc., etc. before we buy a camera or a switch or anything like that. It's tight.

John Barker

I think what we will do is when we get a figure first off we're going to phase the project. Second, we're going to prioritize. One priority is having enough equipment to continue ongoing operations and improve operations without spending it all on the studio and then not having enough equipment to put in there. So we'll have to keep that in mind. Certainly our Ad Hoc Review Team for the (inaudible) to consult with us as we go through that to help set those priorities.

Paul Johnson

My anticipation is that once we have this thing up and running that we'll also be increasing staff, and that will probably pretty much eat into our operating budget. So we won't have much for future capital expenses after we've actually got this thing launched, unless we have a change in our financial model from the franchise fee allocations. So phasing is the right approach, but the funding of subsequent phases will be difficult I think.

Alderman Teeboom

I was just going to say if you look at the financial reports, it tells you how much money is coming in from Comcast, and it also tells you how much money comes to CTAB. Last year Comcast paid \$922,000 to the City. The City currently paid \$230,000 of that to CTAB. So as we go into Court Street, obviously we're way premature to look at figures. That's what the CDA and the Board's for. Mr. Barker will totally manage this and Mr. Poehnert.

There's a further point. That is one we get the public access channel going, that's why I wanted to get that point on the agenda which was part of your communication and the public access channel – the public access channel can do fund raising. The public access channel is not current as far as I'm concerned funded. It particular says E and G channel. So I don't think you can sit and look at the budget now and try to pull your hair and say how does this whole thing going to match? It's way premature to look at all the things. We're very ambitious on what we're trying to do. That's a good thing. I have every expectation that Mr. Barker and Mr. Poehnert will manage this thing. We'll get the financial reports. I expect CDA to come in here and give us once they get going a – they'll get to present to the full board Mr. Barker will see and Mr. Poehnert will see privately in the discussions and the technical support team will see it. So there'll be total oversight on this whole process. I'm not worried about any of that. What I worry about is getting more money on the P channel. I'm 2 1/2 more years as an alderman. My objective is I failed to do it this year. I couldn't get the P channel because we couldn't make enough progress. I have every expectation to get additional funding next year, and we have a mayoral election, we're going to make this an issue with the campaign. We're going to put the mayoral candidates – because it's the mayor's budget that establishes this. Once the mayor's budget is set up, and Mr. Lecius knows this very well, it's very difficult to add to that budget. It takes a 2/3 vote of the aldermen to add to any line item. So the key in that whole thing is to get the mayor to set the proper budget. I'm looking for another \$100,000 out of this \$900,000 that Comcast pays for the public access channel. Just to give you an idea.

Paul Johnson

Just so people understand that people may be watching this on TV; this \$900,000 that Comcast pays is actually money that Comcast collects in the so-called franchise fee in everybody's cable bill. I think it's based just on the basic cable rate. It's something like \$.41 on your month cable bill. It may be less than that – is collected that goes to fund what we're all watching on TV right now and the funds all of this PEG programming, and also is currently being used to subsidize the city government as well. Three quarters of that \$.41 goes to the city coiffeurs under the present allocation.

John Barker

I do have a question on the PEG Program Manager report. Has there been any feedback from the viewers of channel 99 on the slides? You mentioned 31 slides or whatever that were put up. Anything on that?

Jeff Poehnert

I personally have not gotten any yet. They were just put up this last week so just to note that. It's only been a few days actually that they've been on.

Paul Johnson

Related to that are we getting any content for those from other educational institutions as well?

Jeff Poehnert

Actually at this point there's only been one parochial school that has put a slide up. That is going to be a discussion next week at the channel 99 committee meeting as to how we go out and get more of that.

Ed Lecius

Just to further that Paul, Karen Wiener from Bishop Guertin was going to be reaching out and contacting the other parochial and private schools in the Nashua area to encourage them. We figured once the public school slides get up and running, that would be the prompt to get them to submit something very similar, informational, hours of operation, and those kinds of things. Hopefully not too far away from that.

**MOTION BY ED LECIUS TO ACCEPT AND PLACE ON FILE THE FINANCIAL REPORT AND TO THANK JEFF POEHNERT AND JOHN BARKER FOR THEIR CONTINUED HARD WORK ON BEHALF OF THIS PROGRAM
MOTION CARRIED**

Committee Reports

- Education Committee

Stacy Hynes

Good morning everyone. I'm Stacy Hynes, Director of Grants and Community Development for the Nashua School District and Chair of the Education Channel Committee. (inaudible) reporting, we've been meeting since the Education Channel Committee last met on July 10th about getting the announcements up on channel 99. We've been working with him and Antonio and getting those going. Also as he's reported we've been meeting over at Stellos Stadium to try to put all the pieces together to get ready for fall for all the anticipated broadcasting of the high school sporting events or other youth sporting events over at Stellos.

We also in addition to the other work going on, we're actually going to be meeting again as Jeff mentioned on Tuesday the 14th. The education channels are our priority right now as you know from our last meeting with CTAB is to expedite the hiring of an Education Channel Access

Manager. I see where that's going to be a little further on in the agenda. Mr. Barker before the meeting just handed me the PDF. I did have one question if I could ask. I'm a little confused because it says that the position title is Education Channel Coordinator. So I'm wondering are we deviating from the CTAB Policy and Procedures Manual? Is this a new position? Is this a different position? Is it the same position as an access manager?

John Barker

It's not a managerial position. So I removed the word "manager" because it is not a manager. There's no one being managed. There's an implication that that individual has a different level of pay when they're a manager and they manage other staff. In this particular case, this individual doesn't have anyone directly reporting to them. I'm not wedded to any particular title. I was confused. I knew we would discuss, which we did with the PEG Program Manager as well, what the right title ought to be versus what was on the Policy and Procedure Manual at the time it was put together whether that's appropriate or it should be modified. But I have cautioned in the past not to use the word "manager" when the individual is not actually a manager of other staff members.

Stacy Hynes

Because we have that on our agenda for our channel 99 Education Committee has that on its agenda about the position. Is this something that we could ask you to attend to explain?

John Barker

Certainly. I don't see why not.

Stacy Hynes

Would you be available? That would be great.

John Barker

Yes. At that point, anything we want to discuss on this with the feedback from CTAB and the feedback from the Education Committee I had them modify this. This is just a first draft. This is not locked in at all.

Stacy Hynes

I also understood at the last CTAB meeting that there was also going to be a salary range defined for this meeting? If it's in here, I missed it.

John Barker

No. After we have this to a point that we're comfortable giving it to HR, they will report back to us on salary range, and we work that out with them. I know I have a ballpark in mind. The reality is

until HR reviews the PDF, there is not true salary. They decide what grade and step they feel it falls into, and then we discuss with them whether we miss stated something. So there's a little give and take there. First we have to get this to the point that we're ready to submit it to HR to be able to do that.

Stacy Hynes

And that's what's going to be discussed a little further in the meeting?

Andrew Cernota

I believe it's begun to be discussed. I don't know if we're going to reach a conclusion. That is the agenda item.

Stacy Hynes

Because I was just referring back to the motion that I remembered when I was here the last time.

Alderman Teeboom

First of all, where in the agenda is that being discussed?

Andrew Cernota

It is under...

Alderman Teeboom

It's not on the agenda so let's discuss it now briefly because this is obviously...

John Barker

I'd like to make a couple of (inaudible)...

Alderman Teeboom

Well I still have the floor Mr. Barker. Let me just finish up.

John Barker

Okay.

Alderman Teeboom

I'm not ready to review this because I just got this thing. So my question when I found out yesterday, I got a copy of the PEG Manager's report and saw it mentioned in the report. I got

that late yesterday. I'd like to first of all have every member or certainly have myself or a member if they wish to get an electronic copy of this PDF so that we can review it. I don't have any comments on that. It's too premature to discuss because I just got it. There's a lot of text in here. Although I can scan it pretty much, it's not a big issue necessarily. I do have a problem with the title. In the Policy and Procedure Manual you used the term "PEG Program Director". Now there's a Policy and Procedure Manual that says the pecking order, and certainly the Access Manager is meant to be managing access. It was not meant to be a positional description in terms of managing people. If you look at the Policy and Procedure Manual, there is a very brief description. It's comprehensive and it says "manages the Access" not just for the public education district but for everybody. All education throughout the City. So it was meant to be an Access Manager technically that reports functionally to the E Channel Committee. The E Channel Committee is working daily instruction, weekly instruction, monthly instruction. Positionally that is who writes the performance review, reviews the salary, increases, and that type of stuff. That is the supervisory direction. It goes to Mr. Poehnert immediately and then both of them work for Mr. Barker in the IT Division. So that's economy. That dual header that economy is pretty clear.

But I have some problem with changing the title because all you do is confuse the innocent. You may have an internal issue about who reports to whom and what the whole pecking order business. Maybe that's the function of a PDF. Once you approve a PDF never to see it again. That's really an internal thing. The PDF is really not published. You can ask for a PDF and see it, but its not typical. I still understand that PDF is internal. But I do have a problem because I think by coming up with the changed title we're getting confused about people's idea of pecking order, the salary ranges, and all that stuff with what the position really occupies in terms of what we hire the person for. It's title and position is described in the Policy and Procedure Manual approved by the aldermen. So I have a problem with that. I personally would like to stick with the original titles. If you think it's a problem, then certainly explain that that thing has really means to be the Access Manager. That's my initial input to you.

MOTION BY ED LECIUS TO ACCEPT THE DRAFT PDF OF THE EDUCATION CHANNEL ACCESS MANAGER AND REFER IT TO THE E CHANNEL SUBCOMMITTEE FOR THEIR REVIEW AT THEIR NEXT MEETING

ON THE QUESTION

Dennis Ryder

Before we voted on this motion, I would just like to say that Mr. Teeboom mentions that the title is Access Manager? Couldn't we clear up this thing very easily by referring to him as Manager of Access? Use the same words just reverse it there and it says exactly what you were saying earlier Sir.

Paul Johnson

I have to side with Mr. Barker on this one. I think that management is something you do of people and not of things or concepts. I'm also concerned that Access Manager as a title doesn't have the word "educational" in it. Since this is a role that is strictly the educational will also have

public access that the whole thing gets confusing down the stream. So I think that something along the lines of what is proposed on the current PDF, to my way of thinking although it does deviate from the decision that was made some time ago in very early stages of developing this whole concept, I think it's a more descriptive and appropriate job title.

Stacy Hynes

I just remembered from looking at the Policy and Procedures Manual that facilitating the acquisition of content was supposed to be a major task under this job position. I'm just not seeing that. Like Ed had mentioned, maybe this is something we can discuss further on Tuesday among the Education Channel Committee members. I know our subcommittee, our programming policies and procedures subcommittee of the education channel, I know the stumbling block they keep coming across in developing how best to acquire content for channel 99 is they felt they needed someone who had the training and expertise to help in acquiring content, advising teachers how to best prepare content. Again because I just got this, I'm not seeing that at all under any of the major headlines under job duties.

John Barker

There's a lot of things in the job description. It's a dog's breakfast. But I want to point something out that people need to realize. This is a legal document and when an individual is employed under this document, what's not in here may not be acceptable as a job responsibility for the individual. So you wind up with PDFs that include everything for that particular reason. You also wind up having to be careful about titles that might imply a pay grade or certain responsibility that isn't necessarily what was desired at the time the job was put together. So when we go through and wordsmith, you want to make sure that we're including all of the things that the job needs to do. All of the responsibilities. All of the reporting relationships no matter how we might do individual headings or where we put the particular bullets, we want to make sure that all of the stuff is in there. That's why you see this as significantly larger than the 5 or 6 lines regarding job responsibilities that are in the Policy and Procedure Manual.

Alderman Teeboom

I want to debate it. First of all Mr. Johnson the title of this position is not Access Manager. The title of this position paragraph 7.2 of the Policy and Procedure Manual is "Education Channel Access Manager". There's the word "education" there. Second of all, when I review it I will make sure that it obviously meets the – there's more than 6 lines. It's actually a full page of description for the education and access manager – pages 12 and 13.

Now I'm not trying to hold ownership to this thing, but I would like to make sure that we stick with the description as it was approved. The PDFs can be changed. People change PDFs all the time. We ran into the PDFs for the mayor when we did merit program review for the entire City. We looked at PDFs for different positions. When you go outside the PDF description, you often get into stipend situations. That is if somebody does more than is in the PDF, they get a stipend if it's allowed and approved. It doesn't seem to lessen the PDF to give money back of course. Sometimes I think we do overdo the PDFs in my view of this whole thing. They start putting in all

kinds of nonsense that I think is – you can look at UNIX, Linex. I just notice that if you look at the PEG Program Manager PDF, it took some while to get to Mr. Poehnert's PDF. There was an attempt to change the title there as well.

Now it (inaudible) manager calls that Program Director. Now Director is Mr. Barker. Mr. Poehnert is not a Director in the City. I don't know we'll have to check. What does the PDF say? Does it call it a PEG Program Director? I think we stuck (inaudible) we changed the title. So if you change the title there, then maybe set up...I don't try to get confused of PDF which is an internal document for HR, the employees, and the managers. Certainly not a CTAB function. CTAB doesn't manage individual employees Mr. Barker does. Mr. Poehnert does in this case.

As far as to review to make sure, and this is where Ms. Hynes is absolutely correct, she wants to make absolutely sure that this position describes what she thinks it needs to describe. I think the proper place to put it is the E channel. That's where the discussion – they're the ones that's going to put up in this position. If they don't like the way it's working out, they have to come back to CTAB. You can't just fire this person. You have to come back to CTAB and say he's not working out. E Channel is really a subdivision of CTAB. If you look at the way the whole thing is structured, it's not a committee in a school it's really a standing subcommittee, not an ad hoc, a standing subcommittee of CTAB. So you come back and say it's not working out, and then we have to go back and Mr. Barker and the person works for you basically and reports to you and Mr. Poehnert.

So I don't get hung up on the PDFs. I think if we put too much in, then you may get into problems because somebody says you're not doing this specific little thing. If you put (inaudible) then it's not a problem. So I think you keep it broad. The E channel discussion is fine. I think I'll attend your meeting there because I came up with the original idea. I figured it was too much to do for one person to handle the whole City. In discussion with Julia Earl at the time you wanted to take control of the whole position, typical. We got into a discussion about what does a person really do. That's how we had some further discussion about evolving that position. That's why it's a full page in this write up.

John Barker

I'll talk to HR about the manager title again. I think I'll probably come back with the same answer. But I'll certainly do that. The one thing I want to ask the Education Committee to do there's 2 pieces of which I really was unable to add anything in because of my lack of expertise in that area. One is any security checks and standards that the school system has that this individual would have to comply with both to be hired and to continue working. So whether there's a particular background check that's necessary or anything like that, now it's the City doing the hiring and as I said, we're unfamiliar with the procedure. So we need some expertise from the school system on that.

The second was that the Policy and Procedure Manual said that it was really strongly desired this individual has an education background. I'm not sure what language to really put in there. I think all you'll see that I've added into the draft so far is "education background strongly desired". But some more language around that would be useful as well. As long as we're not raising the

qualifications so high that we can't hire in at the salary we're hoping to offer. So in other words, we don't want someone necessarily that has a PhD in education to be able to come in and do this. That kind of thing. So I'm looking for areas and assistance in those 2 areas to add in.

The last thing I want to point out is that I can certainly distribute this electronically, but I want to make clear that editing changes really need to be submitted back to me as a central point to add them in so I don't wind up with 16 versions and trying to figure out what's different.

Andrew Cernota

I think it's pretty consistent with Mr. Lecius' motion that in addition to referring this to the Education Committee, that we also study it ourselves and get back to Mr. Barker with our suggestions. I think most all of us have only seen this this morning. So we want to give it our attention as well as referring it their subcommittee.

Stacy Hynes

It would be, I think very beneficial to the members of the Education Committee if they could see an electronic version of this. SO if you could forward that to me today I'll in turn forward it to all the members in anticipation of Tuesday's meeting. Also if you could arrive on Tuesday with a salary range. I know that was discussed at the July 13th CTAB meeting that we needed to have a salary range for this meeting so that we could discuss it in the depth that we need to discuss. Again, the priority of the Education Channel Committee is to expedite this as quickly as possible and move on it.

John Barker

I can certainly come up with a ballpark, but we realize that it won't be firm until HR studies and the final version.

Stacy Hynes

Again like we discussed at the last CTAB meeting, we're looking at about 2 months interim is that traditionally what is seen when we're developing...

John Barker

Once we finish the PDF, it could take from 2 to 3 weeks to get finalized. Once we get it down to HR and get it signed off, and the hiring process is somewhat dependent upon how many people want to apply. That could take a month, a month and a half. I think once we've gotten the most difficult part of it is this. Once we have this done, it goes along fairly smoothly after that.

Paul Johnson

A question related to timing then. Does this mean that ultimately the PDF comes back to CTAB after the Education Committee has reviewed it at the next CTAB meeting would have to be

approved? So that's a month away or are we out of it after this?

John Barker

Only city staff is allowed to actually write and submit a PDF. So CTAB's feedback and review and the Educational Committee's feedback and review should be concurrent. When we have agreed that I have received all of the feedback and accurately understood and applied it, I will let you know that I'm going to submit it to HR as a final version. I want to make clear that just when we were talking before about it if somebody didn't work out, if they don't work out then the feedback would come to the staff and the staff would take personnel action on the employee. It's not a committee that ever does that.

Paul Johnson

I'm just trying to understand for my own sake and for Ms. Hynes sake whether a milestone or a (inaudible) depending irrespective in this process is the next month's CTAB meeting when this has to become an agenda again or not?

John Barker

I honestly don't believe that we need to wait for another CTAB meeting to continue working on this. We only used this CTAB meeting as a stake in the ground to make sure I had to produce and deliver something. So it was a good goad for that. Now I believe we can continue to work moving forward from here without necessarily having to convene an entire meeting.

Alderman Teeboom

That's a very good point. The Board of Aldermen doesn't review PDFs. The Board of Aldermen certainly hires positions and sets salaries. That's what this Board does. The Board approves the salary range, is recommended, and the Board recommends hiring and firing. The PDF is not a Board function.

The next thing is I sort of have a sense and this is a big tail wagging a small dog here. You know where I'm going with that one. Writing the PDF seems to imply, and I think what Ms. Hynes is saying, (inaudible) that we hire someone after 3 weeks. My view is the answer is no. I'm still waiting, and we've talked about this the last time you were here, I'm waiting to see exactly what the Policy and Procedure Manual is that the E Channel Committee is putting together for the E channel so that we know what the manager is going to do. The PDF is an internal document for the purposes of keeping straight that the guy is doing the job and gets his reviews. But the E Channel Committee still has to have operating instructions on what its total expectations are in terms of television production – not production so much as managing that production and dealing with all the other school districts. I haven't seen any document come out of the E channel number one. Number two, I think it's altogether premature. We're in the process of designing a system school wide, designing a system city wide. That's why we got (inaudible) for because we realized that the PEG Manager was just too much for one person to do which was the original intent.

Until we're situated in Court Street, in my view, until we have a system up and running and the school building is connected – we've got what 16 or 18 school buildings that not all have access, but all of them have a role to play plus all the other schools in the city. There has to be a semblance of how this whole thing is going to work for the E channel. It's not just a bunch of bulletin boards. This is just showing the Board of Education meetings and the committee meetings. It isn't just showing some content that the studio students have produced which we've seen which is pretty good stuff. But we're talking about an education process of filling up that channel. There's lots of programming. I haven't seen anything yet to show me what kind of programming we're going to actually have on the channel finally. Has anybody gone around and look at what other – has the E channel for instance gone around and looked at what all the other communities are doing that are way ahead of Nashua. Lowell, Manchester, Derry – we've been to a bunch of them. Bedford is a good example. All the stuff that they're doing and a lot of stuff is education stuff produced inside the city community and outside the city community. All that stuff has to be looked at to see what it is the education channel can show on the education channel. I haven't seen nothing come out of the E channel. Now I've not gone to any more meetings. If you wanted to that I attend, I'm going to the one coming up. Until all that is somewhat well visioned so when the guy comes in – the guy's going to make around \$50,000. That's about what we had programmed in that area give or take. No? Way low?

John Barker

He might be given a raise.

Alderman Teeboom

Well it's a plus or minus all right. You got to give this guy marching orders. You can't expect miracles out of this guy. I envision him to manage the content. My view in terms of especially looking at the budget that Mr. Chancer is agonizing about a little bit earlier. The PDF is fine. You can do all the paperwork, but I think we're paying premature hiring. I may be the minority of one on that.

Andrew Cernota

I'd have to say that I would like to see more of an actual firm structure as far as what he's going to be doing, what he or she is going to be coordinating. Before we end, kind of a cost benefit a far as before we invest in paying a salary, we want to have something concrete for them to be going forward. Again, my understanding is that this was a preliminary step before we took that next step of actually going and proceeding with the hiring that we would discuss it further and get more information from the Education Committee as far as how they would proceed, what he or she would be doing on a more concrete level in addition to what's described in the PDF.

John Barker

I just want to point something out, and this is for Ms. Hynes as well, in the draft description the last section "supports education channel committee and CTAB". The second bullet there I've

written as “assist the education channel committee in development and maintenance of policies and procedures, forms, paper, electric, and a programming guide for the operation of the educational channel. That’s relevant to what we’re discussing here. I added it in to the job description to assist in that process. I’m not saying what CTAB has to decide here, but I’m pointing out that there is something in this job description relevant to that. I’d also like to ask why you may agree with me on the term or not, I’ve been calling this thing a “programming guide” after having thought about what it is rather than a Policy and Procedure Manual because we have one. I believe if we use the term “programming guide” it’s clear that it’s not a program. It’s not a schedule, but it’s a guideline of what we put on and how we put on and decisions that the access coordinator/manager or whatever would make to decide whether something was appropriate to the mission and policy of the educational channel or not. So if we can use that term when we talk to each other, it might make clear what we’re referring to. Once again, there is a line in there to assist in that process regardless of whether it’s all done ahead of time or not.

Stacy Hynes

I truly (inaudible) committee and the programming, and policies and procedures subcommittee really feels they need the access manager to work in conjunction developing this. We do have at the basic level developed, a form developed, guidelines developed, our mission statement which we feel is the jumping off point. I think that’s why we feel it’s such a critical time right now to hire, define, and develop this position to work with us so we can make those leaps forward. I can’t say enough how we feel this is critical at this juncture right now.

Paul Johnson

Are those document available to members of CTAB?

Stacy Hynes

Yes, absolutely. I thought I had distributed it the last time. No, absolutely. I’ll send that along to you.

Paul Johnson

Electronic format please.

Stacy Hynes

Sure, absolutely.

MOTION CARRIED

John Barker

Just to remind the Chair that you might want to expedite Mr. Paul Johnson’s report since he has a deadline to meet.

Andrew Cernota

Yes. I think we'll take care of that now if it's all right with everyone.

- Federal/State/Industry (FSI) Subcommittee

Paul Johnson

I'll quickly address the FSI subcommittee report first. Very brief, I did circulate a news item to members of this committee a week or two ago related to a federal court decision in Connecticut where the Connecticut – AT&T had been coming in with a system somewhat like Verizon's FIOS system, and both of those telecommunications companies are getting into the video market. Both of them – I've been arguing that the cable law doesn't apply to them. The franchise that will fund our ongoing efforts in what we're building here that because their "not cable". In fact, AT&T was successful in having the State Public Utilities Commission in Connecticut agree with that position. Suit was brought and the Federal District Court has found, in fact, that AT&T's service is subject to the cable law and is subject to franchise agreement requirements and franchise fees just as Comcast and all of the other cable providers. This decision seems that it would also cover without any question Verizon's FIOS system. That seems to be very good news for the ongoing funding model that we rely on here in Nashua for Channel 16, and 99, and the future public access.

Dennis Ryder

Was this a federal court or a state court?

Paul Johnson

This was a federal court decision.

Dennis Ryder

Good.

- Public access TV organization

Paul Johnson

I also circulated by e-mail and was a part of today's package that it's time for us to move forward with a series of meetings geared toward setting up a public access channel 501C3 organization to operate that channel. We talked a while ago about the chicken and egg situation, and it's time that we create the egg that will hatch into the public access entity. This is for discussion right now just conceptually to get by in that first off that this approach makes sense and then to talk about some specific action items.

As I envision it, we would have a series of organizational meetings that would lead to the

establishment of the 501C3 recruitment of a Board of Directors that would operate the Nashua public access. There has to be a legal entity according to the Policy and Procedures Manual, a non-profit. As I envision it, these organizational meetings would not be meetings of CTAB nor of a CTAB committee. Rather they would be public meetings with some CTAB member participation and obviously a heavy amount of steering in the early stages to get things off the ground. It would evolve into an organized working group of interested and committed people from the Nashua population who would work over a period of months to establish the policies and by-laws of a 501C3 and form a board of directors. Obviously there's some recruitment involved in that in getting and trying to reach out in the community and get the right people involved, be a representative of different populations of communities, and types of users in the city business non-profit, arts, etc.

From a conceptual standpoint, the committee would be fully independent of city government. It would not be a standing committee of CTAB like the Education Committee is because obviously the end result here is a fully independent legal entity of its own. But one or more CTAB members and I would certainly expect to be one of them. I would be attending meetings and participating in the committee and would report back to CTAB on the progress. So that's the umbrella framework under which I see this going forward. I don't think we actually need a motion or a vote on this because we already had authorization at a previous meeting to move forward with the steering committee for this purpose. I'm just trying to get it kicked off the ground now.

Alderman Teeboom

The CTAB Policy and Procedures Manual on page 7 is the only place that really discusses the public access channel because the appendix has much more detail about the programming is taken out after we got into this rather heated discussion at the committee where they discussed approving this thing. Somebody said you could have sexually explicit content on this channel and that it turned into – I can't tell you what kind of discussion it began. None of my channel type of discussion. So and I was told it was going to be a 3 o'clock in the morning doesn't matter. Nashua is still part of New Hampshire and not part of Massachusetts.

Nevertheless it clearly says in the bottom of page 7 it's an independent contractor not for profit corporations. So the P channel is it not only is not a subcommittee, it's an independently contracted organization which is loosely supervised by the PEG Program Manager Mr. Poehnert in terms of complaints or whatever. But there is a certain amount of operational and structural isolation. Even though I fully expect them to use if you get Court Street use part of that facility whether we separate the servers or not. That's a whole different discussion. Yes absolutely. For us to go back to the Board of Aldermen and say we're ready to proceed. It has to be a contractual relationship. It has to go before the Board of Aldermen for approval. It mentions in section 6 of the manual how that roughly proceeds. Just like we do a contract with CDA. This would be a contract the city contracts with this independent agency. So yes it's an independent agency has to have a board of directors; it has to have it's own policy and procedure manual; it has to make a presentation; it has to be an entity that exists in the 501C I believe. We have to have discussion with MCAM. I believe MCAM is the outfit in Manchester to set this up?

Paul Johnson

Yes.

Alderman Teeboom

MCAM got started because there's a legal issue in Manchester involving somebody (inaudible) somebody else and they said see we don't want involved in that. There's a lawsuit pending. Many communities don't separate it out. They don't take all that much care, but Nashua has big pockets as seen by others and big targets so we have the separation. I think it's not an (inaudible), I think it's very necessary. I would like to be on this – it's a steering – tell us a little bit more how you see this set up Mr. Johnson.

Paul Johnson

I see it set up as a series of meetings that will self organize over time. Obviously we have to seed things by having a meeting at which with some members of this committee who are interested and to which we open to the public and invite other interested people. We probably all have one or more people in mind for that. The initial meeting would just be to start the ball rolling and then to plan a schedule of other meetings, figure out how we're going to do outreach and promotion of these meetings, recruit people in, and over time as it becomes a snowball effect. So over time we recruit people in and CTAB's involvement and our involvement becomes that we're just members of this committee rather than that we're actually driving the car. Initially obviously I think we have to drive the car, but be prepared to hand over the wheel. The first milestone is the first meeting. At the first meeting we'll plan how we move forward. I don't think it's appropriate or necessary to take the time of this whole committee to belabor all of those details.

Alderman Teeboom

Is this going to be on your meeting? I mean who are you seeing to take place on this first...

Paul Johnson

Well I think in its first meeting I would expect to see and would certainly hope to see Mr. Poehnert there. I would expect to see you there and other members of this committee who are interested and probably a few people who are sitting at home watching this on TV this morning who follow this with interest and have been waiting for public access to start to move forward. At that meeting those of us who are there will start to lay out an organizational structure for future meetings and this specific outreach program to try to bring people in. We want to have a critical mass of interested people pulled in fairly quickly.

Alderman Teeboom

I understand. I'm just talking about how you're setting up now. I'm not talking about the snowball effect yet. So are you tending to call a meeting? What do you intend to do to get this organized

and get going?

Paul Johnson

Well the bullet points on my memo were trying to lay that out so that we solicit names of CTAB members willing and able to participate in an initial steering meeting. Ideally the week of August 13th, which is next week, and select a date and time and place. Probably here in City Hall. That steering meeting would establish a name for the group. I threw out as a thought the “Nashua Public Access TV Organizing Committee”, which is a mouthful but at least it gets something on there for instruction. Then we discuss and set goals, we establish a meeting schedule, we plan outreach and publicity, and this is an important one. We obviously publicity involves having people know about this committee. The mission that we’re moving forward so that would involve contacting the press, issuing press release, from publicizing meetings, and the one specific action was to obtain an agreement from CTAB and the CTV staff that meetings of this committee would be publicized on TV 16 and I hope TV 99’s bulletin boards so that people who are watching the municipal TV would be aware of the meetings and encourage to attend.

Alderman Teeboom

Why is this then not a subcommittee of CTAB?

Paul Johnson

It’s not a subcommittee of CTAB because by nature its intent is, as I see it, to evolve into the volunteers and board of directors of the 501C3 which cannot be a subcommittee of CTAB. So our intent here is to plan the seed for what will become the board of directors and the people that will actually make that happen. I don’t think we can do that as a subcommittee of CTAB.

Alderman Teeboom

Okay so you’re calling a meeting for 13 of August you said?

Paul Johnson

I’m calling a meeting for next week or the week after just to start the ball rolling.

Alderman Teeboom

I’m not sure it will be televised right away.

Paul Johnson

No, no, no.

Alderman Teeboom

There's nothing in there to be televised.

Paul Johnson

I'm not asking for them to be televised just to be publicized with the slides on 16 and 99.

Alderman Teeboom

Well if you trying to lay the foundation for this organization, then you're absolutely not a CTAB. It could be CTAB subcommittee if it was not that, but if you get this thing rolling by just having a non-meeting meeting and its administrative and you want to start that going and see if you have interest. Yes I certainly – when I go back to the Board of Aldermen next year sometime before the budget starts and try to get the Mayor to put some money into this budget, I need more than what I have. I tried to do this a year ago. He threw me out the door. He threw me out the room. He said you've got nothing to show me, the show would be anything but controversy. That basically had a stake on it.

Dennis Ryder

I think sounds a brilliant idea, but I really don't see that you can do it officially as members of CTAB. I see nothing wrong with members of CTAB being members of this proposed organization, but it's supposed to be independently contracted non-profit corporation. CTAB is involved in arranging a contract with their independent contractor right in here. So I really don't think that we can officially involve ourself in this. But I certainly am very enthusiastic in the idea. I'd love to have it and see it happen. I like the idea of televising it. But I don't think we can do this as a subcommittee of CTAB. You ought to ask counsel what she thinks. It's one of those things.

Paul Johnson

I have 2 more things. One is I would ask I guess I don't know if it needs to be a motion or just a sense of the members here to start with as to whether these organizational meetings could be promoted on TV16 and 99.

John Barker

Yes it can. If the meeting is held within public facilities in the city and then the IT Division can certainly or since we represent PEG, can certainly put that forward because we're talking about an organization that is not for profit. In this case it's not even a formal organization. So certainly those meetings can be publicized.

Paul Johnson

Then I would like to next just put forth a couple of possible times and dates that would work for

me. I'm sure we could space somewhere in city hall or the library for a small group. But either next Wednesday morning, the same time as these meetings, or Wednesday evening, or the following week – Wednesday.

Alderman Teeboom

I'd rather make it in the day. My evenings are all tied up with this aldermanic stuff. If you're going to do it, I'm available during the day.

Paul Johnson

My sense is it will be much harder to get members of the public to come during the day. The initial meeting we can certainly have more flexibility if it's primarily members of CTAB involved. But subsequently I think the meetings will have to be during a time that's convenient to members of the public. Next Wednesday morning?

Mariam Swanson

I'm very interested in participating. So I'm just asking is the right time to tell you that?

Paul Johnson

Yes. So we'll plan on meeting at City Hall next Wednesday morning. I'm sure we can find some place in City Hall to meet.

John Barker

Wednesday at what time?

Paul Johnson

8:30.

John Barker

I'll see if there's space available.

Alderman Teeboom

I think 208 or the conference room.

Paul Johnson

We don't need RSVPs, but who would like to attend?

Jean Marie Kennamer

Jean Marie Kennamer in the City Traffic Engineer.

Paul Johnson

That's right. And the other new member?

Mariam Swanson

Mariam Swanson.

Paul Johnson

Thank you Mariam.

John Barker

And Mr. Poehnert's there of course, while it isn't an official role because part of his job is to help promote the development of P, E and G. But he doesn't have an official role.

Paul Johnson

None of us will have official roles in this.

Andrew Cernota

A few members mentioned that they have to leave at 10.

John Barker

Will we lose a quorum?

Andrew Cernota

Once we have a quorum, we have a quorum. So we'll be able to keep going.

UNFINISHED BUSINESS

- Policy governing chain of command and programming decisions

Andrew Cernota

This came up again as unfinished business. I think...

Alderman Teeboom

This legislation did it pass? I lost track.

John Barker

I was hoping you'd tell us Sir.

Alderman Teeboom

I believe it passed. It was to eliminate the 3 member committee of the director, the citizen, and (inaudible) and that responsibility is now Mr. Poehnert. That's to set programming priorities, resolve conflicts, and in case these things that program content is not appropriate item for the E channel and the P channel is in the definition of what can be shown. That type of thing. All that used to be under the programming committee because we didn't have a PEG manager. It took a little while to get to this point. We've eliminated that committee. I'm not sure why it took so long. I think it was accomplished basically.

Andrew Cernota

So we can now consider that one finished.

- CTV Survey

John Barker

I believe we should consider this finished business in that the surveys such as it exists now is going to be given to CDA who we're contracting with. They will use that information to develop their recommendations. I don't think we need to carry this forward.

Alderman Teeboom

I'm very glad to hear that because as I said when I kicked this off, you can go into an endless exercise. You wind up maybe biasing it. Just head all this over with the CDA and let them proceed with it, and let's take it off our agenda. I'm really glad to see that come to termination.

- Update- Court Street station for Nashua CTV

John Barker

The bottom line is that the IT Division, the PEG Program Manager are recommending that we use 14 Court Street and the Playhouse 101, which is also called the formerly playhouse 101, formerly called the black box that location for our studio and direct the consultants from CDA to study and make their recommendations based on that space. We did a very extensive look at a number of different locations. We looked at the old Arlington Fire station and determined that that building would probably have to be leveled and rebuilt to be able to suit our needs. Obviously we don't have the budget for that. The Hunt Building had a number of issues that

besides just the limitations of the space, the facility itself, that prevented us from considering that. We at first seemed promising for there to be some space in the Riverside building, which is where Transit and DPW and some police storage are. But it turns out that there are a number of organizations that have dibs on that space already. It would be difficult to get enough space to be able to accomplish what we need to there without going through an amazing number of legal and operation hoops.

We looked at private space in the Millyard. We talked to the folks at PM McKay who were very kind to show us some space – some very promising space. But of course the cost was prohibitive especially when we consider that there was available city space for it. So after all of that, we determined that Court Street probably made sense. Now there were some issues that we had to look at in Court Street. There was concern by some individuals that there might be a sound issue. A noise issue. It was determined by CDA that soundproofing and some HVAC work could resolve those problems for us without extensive costs to us.

The Fire Marshal took a look informally and felt that there wasn't going to be a fire code problem. There was in the past for it used as a playhouse, a formal public performance area for an audience. But that's not our intent and purpose. So we would not have that issue. I was encouraged to have the Building Safety Department go over and see if there were any other code issues that we needed to be made aware of before we made this recommendation to CTAB. They did go over there. The PEG Program Manager and Mike Findley from the City went over there. The report I got back was that there were no code issues that we needed to worry about.

We are anticipating that we would set up a separate electric meter and pay our own electric bills directly. I should also mention the Court Street Advisory Committee heard this request formally. Mr. Johnson and Alderman Teeboom attended a couple of meetings of the committee. I was at one also. The final meeting the committee voted unanimously to recommend to the Mayor's office that that space be allocated for our use.

The last piece which with the recommendation of the CTAB I will undertake is to determine what are the final steps to have that space formally assigned to us? I don't anticipate any problems, but there is still some slight gray area around cost. The City Attorney Dory Clarke has ventured an opinion that other than simply maintenance fees, contribution to maintenance fees and the payment of separate electric, there shouldn't be any cost to Nashua CTV to be in that space. The City does not historically charge its own departments to be in city facilities. So this should not be any different than that. I don't have a written opinion to that affect. Once again, I don't anticipate any problems with that.

I believe the next step really is for this committee to recommend that I go and formally make that request for space to the Mayor's office and get approval. I don't want to make that request until such time as I've gotten this body to agree that it is the proper course of action. So going back to what we'd said for a number of months leading up to this, we would study the options. We would come forward and discuss with you what the options were and what we felt about them, and the issues and challenges we looked at and what our opinion of those were. That's what this communication is about. At this point, I'm hoping that a member of the committee will make a

motion.

Alderman Teeboom

Well first of all I'd like to before I make a motion let me just say that I did attend a number of these functions. We got a long time to get to this point. I have to say Mr. Barker did an outstanding of due diligence to check all these things out, including looking at the plans before I believe Riverside facility. Look at the actual detailed plans and Kenamer helped us with that.

I attended the final meeting with myself and Mr. Johnson with the Court Street Commission. It wasn't at all clear at the beginning of the meeting that they were going to allow CTAB to take the space. The commission, by the way, is charged with looking for future venue and income for that building which is a sizable building. A sizable expense. It wasn't at all clear that the commission was going to approve our use of it. It was basically you guys are television operators. You don't really fit our arts concept. You're not an artsy fartsy kind of folks to put it my way. Maureen Lemieux made a very passionate plea. I think she changed her mind somewhere along the line and made a passionate plea about us occupying the space, whether or not we were an art outfit or not, and that could be debate. We feel we are art. We feel we performance oriented. We put on stage plays and things in the studio, but that was not their concept of art. Arts people do paintings, and pottery, and ballet. The traditionally stuff. We don't fit the traditional mode of arts.

Maureen Lemieux made a passionate plea, and I'll tell you what convinced them to vote in our favor. It was revenue. The source of revenue. They are desperately trying to find money to pay for this building at least to keep it operating. The city bought this building 12 years ago but \$4, 5, 600,000. It's been a fairly good drain. I think there's over a million dollars of expenses into this building fixing the roof, fixing the air conditioner. If you look in the building it's a design that exists when gasoline was \$.29 a gallon. Energy was not an issue back in those days. It's a big issue today. So it was revenue. What convinced a major opinion maker – not the chairman – Schneider, to come around and finally agree. When he agreed, the Chairman agreed. That took that vote.

Mariam Swanson

Was Tony O'Malley present?

Alderman Teeboom

I can't recall who Tony is. The thing is it was a unanimous vote. However, since then Mr. Barker went up the fact that the city doesn't pay to occupy city buildings. But I would like first of all to make the motion. That CTAB authorizes Mr. Barker to proceed to discuss and arrange for CTAB to occupy that area and whatever other area you can squirrel together. The foundation area is the black box staging area. I think that you may be looking for some additional space. It's up to you to figure that out. However, I do feel that we should make an in-kind contribution. We should make an offer, and this can be part of my motion, of some money. I have looked at what is typically by tenants. Now tenants don't pay by how much square footage. Tenants pay

because they're able to pay in what they do. The upper price of what the tenants for space – not managing the space but the space through this commission (inaudible) city is, and I turn that date over to Mr. Barker that I have is like typically \$500 a month. That's about the peak of what they pay. If I'm wrong Mr. Barker please correct me, and if you need to do more research, then please do it. I'm also in my motion recommending irrespective of the legal opinion or not because I think you're pretty solvent on the legal opinion written or not from Ms. Clarke, that we authorize an in-kind payment to offset the operating costs and it goes to the commission of \$500 a month, \$6,000 a year out of our budget. I say that because the commission could withdraw the approval because it was clearly understood no doubt about it that the commission turned around not because they felt so kind to us. They're looking to fill the space with arts people. We don't fit that concept. (inaudible) this is space not easy to rent and as long as we get income from the CTAB folks that great. Let's go for that. That's part of my motion is to pay, and it's up for discussion if you wish to discuss that of course, is \$500 a month, \$6,000 a year to go along with the offering that Mr. Barker can make authorized by CTAB.

MOTION BY ALDERMAN TEEBOOM THAT CTAB AUTHORIZES JOHN BARKER TO PROCEED TO DISCUSS AND ARRANGE FOR CTAB TO OCCUPY THAT AREA AND WHATEVER OTHER AREA IS NECESSARY AND ALSO TO MAKE AN IN-KIND PAYMENT OF \$500 A MONTH, \$6,000 A YEAR, OUT OF CTAB'S BUDGET.

ON THE QUESTION

Andrew Cernota

If I could just interject maybe a question related to that. In your e-mail you did say that reasonable building maintenance fees are likely to be included in that. Are those consistent with the \$500 figure that Alderman Teeboom?

John Barker

That's the nature of my comment actually is that the other tenants that are there – first off, we don't know what the costs might be that the new Court Street as it were, the new arts center, would be asking for tenants whether they would be grandfathered under existing money or asked for more. We don't know that. We know what's been asked for up to this point under the leasing that's been done by the City for the Nashua Symphony. The thing is that they don't separate out electric, and they don't separate out maintenance. So that \$500 a month or thereabouts includes those components where we would be extracting out the electric through a separate meter, and we would be contributing something or equivalent to something towards facilities maintenance. So it's unclear to me whether you're suggesting Mr. Teeboom that we (inaudible) \$6,000 in addition to the electric and the maintenance, or whether we have to figure out some how what electric and maintenance ought to be out of the \$6,000 and give them the balance.

Alderman Teeboom

Let me clarify that. \$500 is just like any other tenant out there pays. That takes care of the custodian services, whatever is provided by the City as being a landlord of this building. We

have talked about placing a separate electric meters in so we could separate any costs that we may have because the lights in the studio, and there may be excessive we pay for. That's not included. If we decide to separate out the meter and we got a meter of our own and have our own electric bill, we pay our own electric bill. But we're not paying our own heating bill. We're not paying our own custodial fees that the City typically goes by. We don't pay for leaking roofs or whatever insurance there may be. The \$500 is like an in-kind payment for renting the facility on the terms of typically would be a rental lease with the exception of the electrical, which I talked to you about we could separate out.

John Barker

The HVAC would probably be off that same metered line that we'd be paying our power off of. So that will be in there. So we wouldn't really be able to know how much the City should be contributing to heating and air conditioning. We'd be paying the nut on that.

Alderman Teeboom

Let me understand. We are going to have our own electric meter.

John Barker

Yes.

Alderman Teeboom

The electric meter meters electrical power of lights.

John Barker

For that whole area yes.

Alderman Teeboom

We don't have a separate meter for the air conditioner.

John Barker

I believe the air conditioners since it runs through those lines and circuits would probably be off that same meter.

Alderman Teeboom

We're measuring our own use of air conditioner?

John Barker

If we're putting in a meter at that point where that whole branch comes off of, it would be in that line.

Alderman Teeboom

I don't think that would apply for central air. I think you need to check that. That's a central air system. If it's a central air system, it has its own boilers and its own air conditioning.

John Barker

I seem to recall that we have an entire separate A/C system right up there which is why we had that noise problem there was because we had an entire compressor and circulation system right there in the room.

Alderman Teeboom

My motion still stays. My motion is if we do electric metering whatever is off that electric meter we pay that electric bill. If somehow the air conditioning is part of the electric – I mean you have to tell us more about how this – CDA will have to tell us how finally this is all wired up. The electric bill is separate. I'm talking about an in-kind payment for the use of the space and whatever the City typically maintains. Like I said custodial, repair on the building, leaking roof, insurance on the building that type of thing. That's included with the \$500.

Dennis Ryder

I'm just reading this memo that you put into the agenda here. You have from Dory Clarke who suggested that Nashua CTV is a city agency should be expected to pay its own electric and some reasonable building maintenance fee but no monthly lease or monthly chargeback would be appropriate since we are a city department. So counsel has already expressed an opinion that we should not be paying a lease or monthly chargeback.

Paul Johnson

I'd just like to clarify that. I think Attorney Clarke's opinion is that we would be paying towards the maintenance of the space and I would expect that that would include some fraction of the general maintenance of the building. That would be a payment that we would be making in addition to paying for our own electrical.

Alderman Teeboom

My motion is, I understand the legal opinion, I'm just saying there's an expectation of getting some contributions from CTAB and letting us use the space by that commission. Now it's clear. They can withdraw. If they find out we're paying nothing but just plain maintenance, they could withdraw their approval. Without their approval, it's an administrative function and it goes back to the Mayor. The Mayor can override the administrative function and an aldermanic function too. But it'll be probably be difficult the Mayor and the aldermen to override administrative report. All

the report has to do is say well we have to cherry pick the CTAB and we didn't accept your recommendation. I think it would be difficult for them to do. A little bit difficult to do. So I'm looking to build on the relationship you're building with our commission. I'm building on the fact that they expect us to make some payment. That's before this legal opinion that Mr. Barker mentioned came about. We fully expected to pay some lease fee. We don't have to write a lease. It's an in-kind payment. It's a good faith payment. I think we can afford it. We can't afford much more, but we can afford it. WE cannot afford the McKay stuff and that type of thing. That's my recommendation. That's my motion.

Dennis Ryder

May I suggest that maybe we shouldn't call it a month lease or a monthly charge back. Give it some other name.

Alderman Teeboom

It's an in-kind payment is my motion.

Andrew Cernota

Just a clarification. In-kind usually refers to materials rather than a cash payment – like if you bought roofing shingles for them, that would be an in-kind payment.

Alderman Teeboom

Well if you want to modify the motion to make it more legally precise, Mr. Attorney please do so.

Andrew Cernota

So I guess we're looking at the motion being a friendly amendment to change in-kind to cash is that...

Alderman Teeboom

Contribution – that would be an occupancy in-kind payment.

John Barker

I want to point out 2 things. One is that when the public television component or the public component of PEG were to be handled at the studio at that time, a leasing arrangement could be handled because it wouldn't be leasing to ourselves. It would be leasing to this separate 501C3 organization. So that might be a different thing as well.

The other last point is that just so everyone is clear, any alternations- and we know there are going to be some significant alterations necessary to the space and to the building to accommodate this particular utilization will be paid by the CTAB funds. It would not be included in any arrangement whether it's compensated or not by the City.

Dennis Ryder

I have one small question on the suitability of that location. Is it capable of handicapped access? I know Litchfield is having some problems in this area.

John Barker

It would meet code, but there's (inaudible) it wouldn't have the same level of access necessary that you would for an auditorium or something. There would be an ADA compliant entry point there. At the same time I won't say it's convenient, but it would certainly be compliant.

Jeff Poehnert

I was actually going to follow up because when Mike Findley and I went over there he addressed that with the different entrances and exits. One of his things was that the physically challenged people would have their access that ought to be part of the building.

Andrew Cernota

I'm wondering if I can make a suggestion here that we actually divide this motion to (1) to have Mr. Barker continue to make the formal request and then perhaps we study what is an appropriate payment in light of what other payments would have to make to the maintenance and upkeep of the building.

MOTION BY ALDERMAN TEEBOOM TO WITHDRAW HIS PREVIOUS MOTION

Alderman Teeboom

Let me state that we ought to look for in the motion we look for the in-kind fee as opposed to a motion. Then Mr. Barker can come back to us and recommend to us an in-kind fee. The principle of an in-kind fee for occupancy is there and remains there. So Mr. Barker can say we are considering an in-kind fee. I'll withdraw the \$500 motion but I'm maintaining an in-kind fee within the motion.

Andrew Cernota

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

John Barker

So may I ask a restatement of the motion?

MOTION BY ALDERMAN TEEBOOM TO HAVE JOHN BARKER PROCEED WITH THE AUTHORIZATION OF CTAB AND NEGOTIATE THE SPACE AND ANY ADIDITIONAL SPACE THAT CAN BE NEGOTIATED AND BE ABLE TO OFFER AN IN-KIND CONTRIBUTION IN ADDITION TO THE METERING OF THE ELECTRICAL

ON THE QUESTION

Alderman Teeboom

I'm just withdrawing the \$500 figure as a figure feeling (a) you'd possibly get more input; and (b) we're losing our members that would participate in a vote. I don't want to take a vote.

Dennis Ryder

May I ask that Mr. Teeboom modify his motion to eliminate the word "in-kind" just leave contribution there save arguing the point what's an in-kind payment. Just take it out. It doesn't mean anything.

Alderman Teeboom

In-kind to me is pretty clear. I'm happy with in-kind.

John Barker

So if I understand correctly then the next step would be that I would report back to CTAB on what mechanism for any kind of contribution would be available and what would be the recommended figure for final dispensation. Is that correct?

Alderman Teeboom

A number. I'm looking for a dollar figure.

John Barker

A figure and a mechanism. Is it a type of legal mechanism by which you can actually do this.

Alderman Teeboom

Well you can check into that. To explain the motion, you understand the reason why I'm doing it. I'm not throwing my money – I'm throwing good money after good money. I am hoping that we do not lose that because our options are small. I mean after all the stuff we've done, we lose Court Street we got nothing. The way I see it right now we almost got nothing. So our options – I'm looking at it from a selfish standpoint. Not because I'm kind towards helping commissions live forever. The understanding was that they were going to get revenue. They're looking for revenue. They're looking to come back in their report saying we've got to pay for this building and here's the source.

MOTION CARRIED

Jeff Poehnert

Just an additional note, PSNH is over at Court Street right now estimating as far as how to split

the electricity. Just something I found out right before the meeting.

NEW BUSINESS

- Approval of CDA Contract by Finance Committee
- Kick-off of CDA Contract

Alderman Teeboom

Do we need a motion?

Andrew Cernota

No I believe this is just a matter of reporting these things.

Alderman Teeboom

What I want to know, and I asked for it earlier when we discussed CDA, you're now meeting with CDA and signing the contract and laying out a timeline. We have a technical committee that helps advise you on this thing.

John Barker

We have a group, and ad hoc group.

Alderman Teeboom

I'm a member and Mr. Johnson is a member and Mr....

John Barker

Those who are available who...

Alderman Teeboom

Ryder's a member. So when you feel it reasonably its down to where you have a point of discuss a timeline or have a timeline, we could discuss it also. I would expect you to then start having this is as a standard reporting to affect the CTAB or it says here where we are. If there's a timeline to brief – you might at one point introduce the CDA to CTAB. I'm sure there's going to be a progress report that the CDA will probably present. I'm not sure what you're' plans are. Typically a contractor comes in and makes a presentation. Not always. It all depends on how you want to run the operation. This seems to me that CTAB ought to be closely informed (inaudible) steer committee but the members informed about what's going on. Maybe at some point you may want to have CDA introduced to the board.

- Cost estimate from Comcast to run a return (residential) feed from street to Stellos, plus conduit and access junction box to side of building for sports broadcasts

Jeff Poehnert

Basically what is at Stellos right now is a conduit leading out of the stadium that has the broadcast feed that the cameras basically would hook into and broadcast back to the head end of Comcast. What we don't have is the return feed coming back into to see that we really are broadcasting. So that's part of it.

John Barker

Before we talked to Comcast we explored whether there was existing space in the conduit for us to run our own residential feed and then just ask Comcast to hook to it. Working with Mr. Darchik, who's obviously not at the City any more, we determined there was just no room in the conduit. We would have to (inaudible) cable to be able to put in a residential feed which obviously would make no sense at all. So then we grudgingly asked Comcast to go in and assess the cost of putting in a residential feedback and at the same time since there was very little thought I think during the initial negotiations given to where these feeds should be, we asked that they be relocated to where we knew we would want to be putting our operations and our broadcasting cameras. If you remember at the turkey bowl in addition to the fact that we had no residential feeds so we couldn't see what was coming back, we had a spaghetti bowl of wires going all over the place because the connection point was way up in the booth at the top and not downstairs where we had a broadcast system. So this is an attempt to resolve both of those. The figure is nominal \$2,843. So we're asking the committee for approval to contract with Comcast to get that done expeditiously so as the school starts the sports events, we can start broadcasting these.

Dennis Ryder

Are we going to paying a monthly residential feed to Comcast?

John Barker

No we don't.

Dennis Ryder

If we were, they'd have to pick up the cost of running the cable anyway. That might be a viable alternative.

John Barker

Under our contract with Comcast, we don't pay for any fee for the connections we get. However under contract, we had a very set limit of number of connections available and the contract specified exactly where they were placed. So anything beyond that is a scope change and a cost

to do so.

Alderman Teeboom

Let me understand – for \$2,843.22 we're getting a feed that allows you to broadcast from Stellos Stadium at a location which is best suitable for putting in our broadcast equipment. Is that correct?

John Barker

I think they're basically running an overhead connection to one of the other buildings.

Jeff Poehnert

Actually they're going to run it through their own conduit under the ground out to the road.

John Barker

So they're running another line all the way out the conduit out to the road and connecting in. They're taking, and correct me if I'm wrong Jeff, but they're taking the head end connection and the residential feed there's going to be one at the booth and then also downstairs ...

Jeff Poehnert

Along the back of the building to the side of the building where at the turkey bowl it became clear that's where the broadcast should eminent from.

John Barker

So our equipment could be placed at either location.

Alderman Teeboom

So we have 2 feed points.

Jeff Poehnert

On the lesser sporting events you'd go to the upstairs.

Alderman Teeboom

Is it a fiber connection?

John Barker

No. No Comcast fiber connections. This is all copper.

Alderman Teeboom

All COAX you mean.

John Barker

Yes.

Alderman Teeboom

Okay. Well that sounds like a reasonable price then. Is this a reasonable price?

John Barker

I believe so. It's essentially costs.

Alderman Teeboom

They charge a lot more for that if you did it privately.

**MOTION BY ALDERMAN TEEBOOM TO APPROVE \$2,843.22 FOR THE PURPOSES OF THE
STELLOS STADIUM BROADCAST FEED INSTALLATION
MOTION CARRIED**

- Cost estimate for Comcast to set up Community Television EOC override system

John Barker

At this point this is just a – we're not asking for approval. We're just sort of apprising the committee that we have made initial contact with Comcast to find out what the costs would be to have a (inaudible) connection put in the EOC, the emergency operation center, that would be able to override all 3 channels – 99, 16, and 96 so people (inaudible) simultaneously in the event of an emergency and to broadcast whatever needed to be broadcast from that emergency operation center. This is something we were requested to investigate in the past. AT this point, we have a rough figure Comcast has told us that if we wanted to be "dead nuts", we need to tell them that we're interested in doing this and they'll come back and give us a formal quote. So we're going to let you know that it is our intent to have them come back and give us a formal written quote, and that we will take that quote and discuss it with CDA and use it as a consideration of the larger design plan for the Nashua CTV. We're just giving you at this point a heads up and the courtesy information that we're looking at this. We're getting some hard numbers. We'll determine whether the figure is appropriate or not, and we'll make a recommendation based on that.

Alderman Teeboom

Is there an alternative? The channels go 16, 99 and 96 go to Comcast and they broadcast it over some of those channels. Couldn't we have that override within our own design? Why does Comcast really have to do that switch over? We can have that within our own design.

John Barker

That's why we're taking the recommendation and presenting it to CDA to see if it is appropriate for us to do it or whether it's appropriate for them to do it? What's the most cost effective is really going to be the issue and operationally what's going to be the easiest.

Alderman Teeboom

Right. The other point I want to make is we have a new member, and I've never seen him attend a meeting yet Mr. Chairman. If he doesn't keep attending we're going to get somebody else. Mr. Rick Wood was appointed a member, and he represents the Emergency Management. He should be involved with this. I've never seen him attend one single meeting. So we kick him off the board if we have to. What's the sense of having somebody appointed if he never shows up. Here's a good point where we need an input. I don't know why he doesn't show up. Does anybody know?

John Barker

I can't speak to his motivation or his schedule, but I can tell you that even if he were here the answer he would say is yes we need to be able to broadcast from the emergency operations center. He would expect us to figure out what was the most expeditious and cost effective way to do that and get it done. So I don't know that his input would change any of our opinions. I think we all agree, and we've agreed from the very beginning that the emergency operation center absolutely has to be able to immediately override all 3 channels with emergency information and broadcast from the location that those decisions and information is being disbursed from. No matter how we accomplish that, we need to do that in the most expeditious and cost effective way.

Andrew Cernota

Is there a motion regarding this item that you require from us?

John Barker

It's just informational for your benefit.

- Board of Ed subcommittee meetings

Andrew Cernota

Mr. Poehnert informed us earlier that these are now being broadcast on Channel 99. Just wanted to remind everyone that this is going to affect our costs for videographers, and that people should be aware that again that was discussed in the financials.

John Barker

I think we're going to have to investigate. I live in Manchester and I watch Manchester's cable television. They have a full schedule. They cover arts events, sporting events, school events and I'm more sensitive now than I ever was before what the potential costs of that are for videography. I know they have a limited staff. I believe that the assumption I'm making, and I'm sure it's been backed up of what we discussed with them, is that they're utilizing volunteer or cheap videography wherever possible. I think we're going to have to consider, and I'm talking to Jeff as well as the CTAB, of utilizing volunteers from the school system to do some of these meetings considering, and I understand your sensitivity Mr. Ryder to the idea of stipends to students or not, different communities do it different ways – some do and some don't. Regardless of how we ultimately play that out, we have to start investigating how we're going to do that. We're not going to be able to afford to continually put professional videographers at all of the wonderful events that we're going to be able to start covering with the video servers.

Andrew Cernota

I think the educational channel materials we should be looking into a volunteer core. (inaudible) in Merrimack, I believe it was, that we toured early on in the process.

Jeff Poehnert

Londonderry does the same. It's basically all volunteers. I've been speaking with them about it and seeing how they have it set up.

PUBLIC COMMENT - None

COMMITTEE MEMBER REMARKS

Alderman Teeboom

The only thing I want to say is I think we're making good – I'm very encouraged now to see CDA on board finally. I'm very encouraged to see the Court Street thing happen. This is a significant accomplishment. It wasn't at all clear that we were going to get occurrence until the last meeting as I mentioned before. I think we're moving. We're moving at a snails pace. I do see the need for an education access manager some time soon. I can see that this whole education thing is not going very far without guidance and help of full time staff. It's going to be substantial costs, but you have to spend money sometimes to make things operate. So I'm not totally close

mind to the education access manager. I just want to see that it fits within the realm of things. Some volunteer help would certainly be useful. We haven't had much volunteer help in this operation here. So maybe Mr. Poehnert you could spend a little more time on that and train people how to use the equipment.

Jeff Poehnert

Internships are a way to go as well. I've got to get into that as far as getting school credit. That would be at the college level. It's out there. I've done it before. There's a good as pay as any on that with getting credits.

Alderman Teeboom

You're attending the education channel committee meetings correct?

Jeff Poehnert

Yes.

Alderman Teeboom

They need guidance from you. They need help. That's my only point. We're looking for your full time assistance. We're looking for you to tell us – I'm looking for you to tell us well they ready for an education access manager. I can see Stacy coming in and saying I've got to get things going but not much is happening. We were stumbling along too. But we did have a broadcast program before you came aboard. We did have a system up and running before Mr. Barker came aboard as poor as that system was. They will need help. I'm looking for you to provide that kind of guidance Mr. Poehnert and to come back to us and say look these people are ready for an access manager. I'm looking for that guidance from you.

**MOTION BY JOHN BARKER TO ADJOURN
MOTION CARRIED**

MEETING ADJOURNED

The meeting was declared closed at 10:45 a.m.

Committee Clerk

****beginning of meeting not on CD for transcription – CD picked up at Alderman Teeboom’s motion to add Paul Johnson’s communication****

CABLE TELEVISION ADVISORY BOARD

AUGUST 10, 2007

A meeting of the Cable Television Advisory Board was held Friday, August 10, 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
Jeanne Marie Kennamer
Mariam Swanson
Kathryn Vitale (arrived late)
Paul Johnson, Citizen Representative

Members of the Committee absent: Ben Dalianis
Brian Morrissey, Fire Chief
Charlie Matthews
Rick Farrenkopf
Dorothy Clarke, Esquire

Also present: Jeff Poehnert

READING OF MINUTES OF PREVIOUS MEETING

MOTION BY TO ACCEPT AND PLACE ON FILE THE MINUTES OF THE MEETING FOR JULY 13, 2007

WRITTEN COMMUNICATIONS

- Court Street Communication from Director Barker
- Nashua Public Access TV Organization Meeting (Paul Johnson)

**MOTION BY ALDERMAN TEEBOOM TO ACCEPT THE TWO COMMUNICATIONS
AND ADD PAUL JOHNSON'S COMMUNICATION TO THE AGENDA**

ON THE QUESTION

Paul Johnson

I have to leave by 10 to go to Concord, so if I could move that into that time slot.

MOTION CARRIED

FINANCIAL STATEMENTS

Jeff Poehnert

You will notice that on the financials the lower 3 tabs are for the FY08, which of course will be only July. I've included the total fiscal year of 2007 so you have a frame of reference.

The current balance of the operating account, 6013, is \$276,224.52. The current balance of the capital equipment fund, 6012, is \$116,601.78. Expenses for July of 2007 including salaries totaled \$5,258.06.

Alderman Teeboom

There's a couple of large expenses there. Are you going to address these now or later? The servers as an example.

Jeff Poehnert

In the purchases?

Alderman Teeboom

Well I mean you're presenting the financial report so if there are extraordinary expenses I would suggest that you discuss them. Are you going to discuss them now or are you going to discuss them later?

Jeff Poehnert

I would discuss them later if that's all right.

John Barker

You're looking at the 2008 ledger Alderman Teeboom, correct?

Alderman Teeboom

Yes.

John Barker

So are you referring to the – salaries is not something extraordinary. There's no change there. Are you referring to the videographer warrants then?

Alderman Teeboom

No. I'm talking about the servers. I just got this thing late last night. So again, I haven't had a chance to look this over really. But I remember seeing something about servers.

John Barker

You don't see that on the financial reports. So if they're not there until they're recognized in the accounting system.

Jeff Poehnert

They have not come out yet.

John Barker

So the only thing you see on the report right now that you might consider extraordinary is that the videographers' warrant has gone up considerably with the addition of a number of Board of Education subcommittee meetings.

Alderman Teeboom

Yes that was my next question the last time because you put the temporary servers in. The videographer costs are going to come down, and that account is going to back up. In fact the next time it comes down I'm going to plot this out to see what the trend in all this is. But the costs went up. So the costs went up because we do a lot of Board of Education meetings now?

John Barker

We've added a significant number of meetings. Yes Sir.

Alderman Teeboom

And those go on Channel 99 those meetings?

Jeff Poehnert

Yes those go on Channel 99.

Alderman Teeboom

And they're advertised on 16 so people actually have a chance to watch it?

Jeff Poehnert

Yes. I started a schedule that each day has 2 schedules – Channel 99 and Channel 16.

Alderman Teeboom

And we still show the Board of Education also on 16 or all the stuff is now on 99?

Jeff Poehnert

The Board of Education those meetings I'm still showing now because that was the actual Board of Education meetings would go on 16 but the other ones no.

Alderman Teeboom

Okay. So the Board of Education is still on 16 and on 99 and the committee meetings go on 99?

Jeff Poehnert

They go on 99.

Alderman Teeboom

But the Board of Education is on both?

Jeff Poehnert

As a replay will go on 16 yes.

Alderman Teeboom

And immediate and real time goes on 99?

Jeff Poehnert

Yes.

Alderman Teeboom

That's good. That's all the questions I have at this point.

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

PEG MANAGER'S REPORT

Jeff Poehnert

The PEG staff report and purchase activity totaling of \$2,646.05 in July of 2007. The bulk of that would be \$2,417.56 for these 2 video servers that we were just talking about. They haven't arrived yet, so they haven't been configured, but those are the servers that will go one for Channel 99, one for Channel 16, and then at that point especially with Channel 99, I can start digitizing the meetings and then they can go and be replayed on Channel 99. Right now we can only go live with all the meetings. We have no capability of replay.

We've purchased two sling box remote access units. What these do are we can access either Channel 99 or 16 any where in the world basically. As long as you've got an internet connection, we can watch the two channels and monitor them wherever we are. The nice part is it's not a particular computer. I just have to have an internet connection. If I'm at somebody's house say and be able to plug into Channel 16 or 99 and make sure that everything is okay.

John Barker

I just wanted to stress that (inaudible) use only. We're not intending to stream the content of 16 and 99 out to any other users. There's a significant band width on our network streaming the content at all, but we're doing it so that at any given time if there's report of a problem we can monitor and address it.

Jeff Poehnert

Yes it has been set up for very low band width. The picture is poor quality, but I can monitor.

Alderman Teeboom

How much programming time can you place on the servers?

Jeff Poehnert

I'm really not sure yet. Basically a 3 hour meeting – say if we just took a 3 hour meeting would digitally go into the computer and go into the server at about 500 to 500 megabytes. So there's a lot. We'll be able to fit a lot in there. I'm sorry I don't recall exactly what the amount of hard drive space we've got coming in the server, but it was quite a lot. It was in the hundreds.

John Barker

I'm going to guesstimate its 80 gigs or something like that.

Alderman Teeboom

Just an idea. When I downloaded one of the meetings, a 2 hour meeting, standard minutes that we digitized on our digital recorder and it took 30 or 40 megabytes.

Unidentified Male Speaker

Audio?

Alderman Teeboom

No...

Unidentified Male Speaker

Is that audio or audio and video?

Alderman Teeboom

Good point. It's audio. Just audio files.

Jeff Poehnert

Also to bring it to the broadcast quality, I do a high quality NTSC recording of it. So it does bring it up. I could do it less, but it wouldn't really be that watchable. This come out clean and you can watch it.

Alderman Teeboom

All I'm suggesting is next time – you got 80 gigabyte server. Is that what you're saying?

John Barker

I believe it's probably in the gigabyte hard drive.

Alderman Teeboom

Just some idea just scaling it up just looking at how long...

Jeff Poehnert

No. I'm sorry.

John Barker

The intention I felt is that we wouldn't have anything more on the hard drive that enough to handle a months worth of (inaudible). After that, we'd copy it off to removable media that's permanent. You can always read it back on, but you don't want to clog up the hard drive with things that you really don't intend to replay unless requested.

Alderman Teeboom

I was thinking more is maybe you play it once; there's a lot of dead space on 16. There's certainly a lot of dead space on 99. So a repetitive repeat of a program 4, 5, or 6 times I see nothing wrong with it.

Jeff Poehnert

No and we can do that.

Alderman Teeboom

If you catch it you might catch parts of it. So it seems to me this is an ideal way to rebroadcast the same information whatever you decide to do.

Jeff Poehnert

I do plan on doing that. Once it's in the server it's just a matter of scheduling. Right now in the interim server that I'm using right now in my office, for every program that I put into the server I also make a DVD of it. So it is on an external content externally and then I can erase it as the hard drive fills up.

John Barker

I was considering coming to CTAB and asking if we could broadcast your singing from this weekend, but I'll save that for another meeting.

Alderman Teeboom

No one videotaped it.

Ed Lecius

There are black market copies available.

Andrew Cernota

That raises an important point. I'd like to congratulate Alderman Teeboom and his wife Jan on their 40th anniversary.

Ed Lecius

The woman's a saint isn't she?

Alderman Teeboom

Well you missed the open bar.

Ed Lecius

My invitation got lost in the mail I'm sure.

Jeff Poehnert

We will be buying some more DV Cam tape stock. I was planning on it last month, but I actually was able to recycle enough tapes during the month to not have that expenditure but this month we are getting to a point where I'm going to need some extra tapes on the shelf.

The Stellos Stadium cabling project. It's on the agenda I think here today. On the 31st of July we met over at Stellos with the Comcast technician and representatives from the City, the school system, and the Parks Department to figure out basically how we're going to properly be able to broadcast out of Stellos Stadium during the school year for sporting events or basically any event that would happen there. For the most part sporting. What Comcast came back with what it would cost to actually – they're going to put a new cable through that would give us the ability to basically see what we're shooting. That's what was the problem originally at Stellos. You could broadcast but they didn't know whether it was really going out or not. That's what this amount of \$2,843.22 is which obviously I need approval from here.

John Barker

It's more than just putting in a residential return feed. I thought there was some relocation of the existing connections because the (inaudible) Comcast originally was not convenient to our broadcast.

Jeff Poehnert

Yes. I'm sorry. Up in the box upstairs they've got a feed going up there that also will need the return feed. I mean the residential feed so they can see what they're doing. But for the most part, we will probably be set up on the side of the stadium and we need a junction box there as well to broadcast out of. Also I'm waiting to hear back from Parks where they've got somebody coming out and they're going to be hopefully putting in a 20 amp circuit breaker there for us because power was a problem the last time that the went out and tried to do sports. So we need more power at that point. That should be rectified.

Broadcasts. We had 29 cable cast totaled in July of 2007. Twenty meetings were covered, 16 were live, and 4 were taped. Then we play 9 tape only playbacks on Fridays. Then I added

Saturdays during the month and Sundays at 12 p.m. We had no significant technical problems to report. We're still trying to coordinate the schedule between the CTAB members of Paul, John, and myself to work out the solution of the intermittent audio problem here in the chamber.

Production. Channel 99 Committee. We have 39 slides that have been created and added by our intern Antonio Sanchez to the Channel 99 bulletin board. They are currently running right now. What they include is each public high school, what their schedule is during the day. We also have the sports tryouts schedule. So it's a beginning on there.

We will require to install a cable in the administration building to accommodate proper camera placement. Where we're starting to do our broadcasts out of the administration building, where the feed comes in is wrong as to where the camera has to be placed to cover the meeting. So I need to get a contractor to give us an estimate of how much that's going to cost to get the cable to the right spot. There is a cable into the building. We do have the capability of broadcast, but we need to have the cable extended to a place in the room that's proper for broadcast.

The access manager PDF draft developed by IT Director Barker will need review.

Our accomplishments. The additional replays on Saturdays began on July 28. We began broadcasting a greatly expanded schedule of Board of Education meetings at the end of July. There was just a few at the end but the schedule for August includes most of the meeting. We basically hit all of them except for I think 2 that they're having during the month. That's a great thing for Channel 99 where we can expand that and we'll be ongoing with that.

Inside City Hall the informative talk show hosted by Mayor Streeter. The Americore Vista volunteers were the Mayor's guests on July 12th. That program will start airing actually this Sunday, August 12th.

Our interim servers – we are waiting for delivery and then we'll subsequently configure them for Channel 99 and 16.

On system design the CDA was awarded the CTV design contract on August 1st. Upon approval of funds, the Stellos Stadium will be cabled and camera placement blueprints will be accomplished by CDA.

Andrew Cernota

The CDA contract has been approved by the final members of the Board of Aldermen (inaudible) so it's less now?

Jeff Poehnert

By the Finance Committee on August 1st.

John Barker

There'll be meeting today. Myself, PEG Program Manager and CDA will sign the contract today. All of the approvals have been done. The Mayor has signed off. We just need the vendor and ourselves to finish signing it. Then also today we will discuss two other details to that to get started. I call it a kick start, but it is a small kick start. What it is is that the CDA has agreed at their own expense to go to other PEG facilities to perform some research on PEG needs technical and operational. We're going to ask them to tell us where they're going. We're going to direct them where we'd like to see them go, and ask them to go and do that now – at their expense. We're also going to ask them to set a date for when they're going to come in and give us an initial time line of building, doing a needs analysis, and putting together a project plan. So this is just sign the papers and let's talk about what's going to happen over the next 5 to 10 days.

Andrew Cernota

At the Budget Review Committee meeting that I watched (inaudible) to this, there was some discussion about travel and entertainment expense and possibly paying from \$50,000 to \$52,000 the amount authorized, and I think the final decision was to just keep it at the 50 and we should hold aside a little and reserve ourselves in our own financial thinking.

John Barker

First just because the camera is on and I don't want anybody to be confused. It wasn't travel and entertainment, it was travel and expenses. There's no expectation of entertainment expenses.

My feeling is that everything we need to do can be easily covered within the money we've put aside, especially considering that we are anticipating performing some of the functions – pulling down the scope of Phases IV and V somewhat ourselves. If for some reason I'm wrong after I kick myself, then I will come back and let CTAB know if we need anything additional. I honestly believe that we won't have any problem keeping it in there. Travel and expenses – anything that might come up would be extremely limited, and I think would certainly fit within the scope of money that we set aside up to this point.

Alderman Teeboom

Now this is going to be discussed later on and I'll have some questions about that in the agenda. They want to correct it. That was not before the Budget Review Committee, that was approved by Finance Committee. It triggers over to a \$10,000 limit.

I do have a question about the report. You mentioned, but I didn't see much discussion and neither do I see it on the agenda, maybe it could be discussed later, it says here Stellos Stadium cabling project. That's news to me. I didn't see this before. It was not mentioned before. I think if this is last year then wouldn't you discuss this perhaps as an agenda item to find out what you're up to with this project?

Andrew Cernota

I believe it's the third agenda item under New Business.

Alderman Teeboom

Is it in the New Business item?

Andrew Cernota

Yes – cost estimate from Comcast to rerun a return residential feed from street to Stellos plus conduit access junction box to side of buildings for sports broadcasts. Is that the item that we're talking?

Jeff Poehnert

Yes.

Alderman Teeboom

Then I'll just hold until we get to that. Thank you.

Jeff Poehnert

The PEG studio facilities research – we are recommending 14 Court Street as the Nashua CTV facility location. Further research will be accomplished by the consultant CDA once they are on board. Please refer to the e-mail communications concerning this because there was some.

Paul Johnson

Thank you. Good report. Question now related to the budget – one of the things I come back to every month on these is I'm trying to ascertain what our actual budget will be for construction and equipment for our facilities? If I do the math now, we've got about \$393,000 less \$50,000 to CDA, less about \$15,000 in run rate for 3 months, less I see another \$5,000 in expenses with the servers and the Stellos cabling. So we're down to maybe \$320,000 in total in the bank that's unallocated yet and available. What's your feeling as far as the adequacy of that for our task at hand?

Jeff Poehnert

Well my feeling on that is that that is especially with the type of technology that we're going to be using – the costs. It's plenty.

Paul Johnson

Given that we have to do construction and all these other things as well, generators...

Jeff Poehnert

There's going to be construction, but it will be an adaption to something that's already there. I mean certainly we're not going to building a new building. Really everything that we have done as far as their Court Street research, its there basically for the building right now as far as a studio goes. We've had people come in and there aren't any outstanding code issues other than the ones that the Fire Marshal would have anyway. But there isn't anything outstanding in Court Street that jumps out at anybody.

John Barker

Mr. Johnson has pointed out what we have in the bucket. I don't think that's so much a budget. What I'm expecting is that we're going to ask the CDA to give us an estimate based on some initial research of what they believe the cost will be to accomplish the larger (inaudible) budget from that. Obviously we can't go over significantly into (inaudible) that bucket of money because we have operational needs. Now our operational needs are fairly mature so we know how much money we need to keep things running, and we know how much money we generally have coming in from Comcast. At the same time at this point, I'm not comfortable giving a figure as a budget. I think I want to see what the consultants come back with and then we scale back from there. Ultimately they'll build to the degree that we want to fund.

Paul Johnson

I guess I was just getting at that if the overall question of looking ahead at whether we think we have adequate funds or not, I'm not as convinced as Mr. Poehnert that we do. I'm looking at Court Street and having to do internal first some demolition of what not – framing, electrical work, building offices, doing all new electric to a series offices, lighting, and just a lot of physical construction – soundproofing of the ceilings, etc., etc. before we buy a camera or a switch or anything like that. It's tight.

John Barker

I think what we will do is when we get a figure first off we're going to phase the project. Second, we're going to prioritize. One priority is having enough equipment to continue ongoing operations and improve operations without spending it all on the studio and then not having enough equipment to put in there. So we'll have to keep that in mind. Certainly our Ad Hoc Review Team for the (inaudible) to consult with us as we go through that to help set those priorities.

Paul Johnson

My anticipation is that once we have this thing up and running that we'll also be increasing staff, and that will probably pretty much eat into our operating budget. So we won't have much for future capital expenses after we've actually got this thing launched, unless we have a change in our financial model from the franchise fee allocations. So phasing is the right approach, but the funding of subsequent phases will be difficult I think.

Alderman Teeboom

I was just going to say if you look at the financial reports, it tells you how much money is coming in from Comcast, and it also tells you how much money comes to CTAB. Last year Comcast paid \$922,000 to the City. The City currently paid \$230,000 of that to CTAB. So as we go into Court Street, obviously we're way premature to look at figures. That's what the CDA and the Board's for. Mr. Barker will totally manage this and Mr. Poehnert.

There's a further point. That is one we get the public access channel going, that's why I wanted to get that point on the agenda which was part of your communication and the public access channel – the public access channel can do fund raising. The public access channel is not current as far as I'm concerned funded. It particular says E and G channel. So I don't think you can sit and look at the budget now and try to pull your hair and say how does this whole thing going to match? It's way premature to look at all the things. We're very ambitious on what we're trying to do. That's a good thing. I have every expectation that Mr. Barker and Mr. Poehnert will manage this thing. We'll get the financial reports. I expect CDA to come in here and give us once they get going a – they'll get to present to the full board Mr. Barker will see and Mr. Poehnert will see privately in the discussions and the technical support team will see it. So there'll be total oversight on this whole process. I'm not worried about any of that. What I worry about is getting more money on the P channel. I'm 2 1/2 more years as an alderman. My objective is I failed to do it this year. I couldn't get the P channel because we couldn't make enough progress. I have every expectation to get additional funding next year, and we have a mayoral election, we're going to make this an issue with the campaign. We're going to put the mayoral candidates – because it's the mayor's budget that establishes this. Once the mayor's budget is set up, and Mr. Lecius knows this very well, it's very difficult to add to that budget. It takes a 2/3 vote of the aldermen to add to any line item. So the key in that whole thing is to get the mayor to set the proper budget. I'm looking for another \$100,000 out of this \$900,000 that Comcast pays for the public access channel. Just to give you an idea.

Paul Johnson

Just so people understand that people may be watching this on TV; this \$900,000 that Comcast pays is actually money that Comcast collects in the so-called franchise fee in everybody's cable bill. I think it's based just on the basic cable rate. It's something like \$.41 on your month cable bill. It may be less than that – is collected that goes to fund what we're all watching on TV right now and the funds all of this PEG programming, and also is currently being used to subsidize the city government as well. Three quarters of that \$.41 goes to the city coiffeurs under the present allocation.

John Barker

I do have a question on the PEG Program Manager report. Has there been any feedback from the viewers of channel 99 on the slides? You mentioned 31 slides or whatever that were put up. Anything on that?

Jeff Poehnert

I personally have not gotten any yet. They were just put up this last week so just to note that. It's only been a few days actually that they've been on.

Paul Johnson

Related to that are we getting any content for those from other educational institutions as well?

Jeff Poehnert

Actually at this point there's only been one parochial school that has put a slide up. That is going to be a discussion next week at the channel 99 committee meeting as to how we go out and get more of that.

Ed Lecius

Just to further that Paul, Karen Wiener from Bishop Guertin was going to be reaching out and contacting the other parochial and private schools in the Nashua area to encourage them. We figured once the public school slides get up and running, that would be the prompt to get them to submit something very similar, informational, hours of operation, and those kinds of things. Hopefully not too far away from that.

**MOTION BY ED LECIUS TO ACCEPT AND PLACE ON FILE THE FINANCIAL REPORT AND TO THANK JEFF POEHNERT AND JOHN BARKER FOR THEIR CONTINUED HARD WORK ON BEHALF OF THIS PROGRAM
MOTION CARRIED**

Committee Reports

- Education Committee

Stacy Hynes

Good morning everyone. I'm Stacy Hynes, Director of Grants and Community Development for the Nashua School District and Chair of the Education Channel Committee. (inaudible) reporting, we've been meeting since the Education Channel Committee last met on July 10th about getting the announcements up on channel 99. We've been working with him and Antonio and getting those going. Also as he's reported we've been meeting over at Stellos Stadium to try to put all the pieces together to get ready for fall for all the anticipated broadcasting of the high school sporting events or other youth sporting events over at Stellos.

We also in addition to the other work going on, we're actually going to be meeting again as Jeff mentioned on Tuesday the 14th. The education channels are our priority right now as you know from our last meeting with CTAB is to expedite the hiring of an Education Channel Access

Manager. I see where that's going to be a little further on in the agenda. Mr. Barker before the meeting just handed me the PDF. I did have one question if I could ask. I'm a little confused because it says that the position title is Education Channel Coordinator. So I'm wondering are we deviating from the CTAB Policy and Procedures Manual? Is this a new position? Is this a different position? Is it the same position as an access manager?

John Barker

It's not a managerial position. So I removed the word "manager" because it is not a manager. There's no one being managed. There's an implication that that individual has a different level of pay when they're a manager and they manage other staff. In this particular case, this individual doesn't have anyone directly reporting to them. I'm not wedded to any particular title. I was confused. I knew we would discuss, which we did with the PEG Program Manager as well, what the right title ought to be versus what was on the Policy and Procedure Manual at the time it was put together whether that's appropriate or it should be modified. But I have cautioned in the past not to use the word "manager" when the individual is not actually a manager of other staff members.

Stacy Hynes

Because we have that on our agenda for our channel 99 Education Committee has that on its agenda about the position. Is this something that we could ask you to attend to explain?

John Barker

Certainly. I don't see why not.

Stacy Hynes

Would you be available? That would be great.

John Barker

Yes. At that point, anything we want to discuss on this with the feedback from CTAB and the feedback from the Education Committee I had them modify this. This is just a first draft. This is not locked in at all.

Stacy Hynes

I also understood at the last CTAB meeting that there was also going to be a salary range defined for this meeting? If it's in here, I missed it.

John Barker

No. After we have this to a point that we're comfortable giving it to HR, they will report back to us on salary range, and we work that out with them. I know I have a ballpark in mind. The reality is

until HR reviews the PDF, there is not true salary. They decide what grade and step they feel it falls into, and then we discuss with them whether we miss stated something. So there's a little give and take there. First we have to get this to the point that we're ready to submit it to HR to be able to do that.

Stacy Hynes

And that's what's going to be discussed a little further in the meeting?

Andrew Cernota

I believe it's begun to be discussed. I don't know if we're going to reach a conclusion. That is the agenda item.

Stacy Hynes

Because I was just referring back to the motion that I remembered when I was here the last time.

Alderman Teeboom

First of all, where in the agenda is that being discussed?

Andrew Cernota

It is under...

Alderman Teeboom

It's not on the agenda so let's discuss it now briefly because this is obviously...

John Barker

I'd like to make a couple of (inaudible)...

Alderman Teeboom

Well I still have the floor Mr. Barker. Let me just finish up.

John Barker

Okay.

Alderman Teeboom

I'm not ready to review this because I just got this thing. So my question when I found out yesterday, I got a copy of the PEG Manager's report and saw it mentioned in the report. I got

that late yesterday. I'd like to first of all have every member or certainly have myself or a member if they wish to get an electronic copy of this PDF so that we can review it. I don't have any comments on that. It's too premature to discuss because I just got it. There's a lot of text in here. Although I can scan it pretty much, it's not a big issue necessarily. I do have a problem with the title. In the Policy and Procedure Manual you used the term "PEG Program Director". Now there's a Policy and Procedure Manual that says the pecking order, and certainly the Access Manager is meant to be managing access. It was not meant to be a positional description in terms of managing people. If you look at the Policy and Procedure Manual, there is a very brief description. It's comprehensive and it says "manages the Access" not just for the public education district but for everybody. All education throughout the City. So it was meant to be an Access Manager technically that reports functionally to the E Channel Committee. The E Channel Committee is working daily instruction, weekly instruction, monthly instruction. Positionally that is who writes the performance review, reviews the salary, increases, and that type of stuff. That is the supervisory direction. It goes to Mr. Poehnert immediately and then both of them work for Mr. Barker in the IT Division. So that's economy. That dual header that economy is pretty clear.

But I have some problem with changing the title because all you do is confuse the innocent. You may have an internal issue about who reports to whom and what the whole pecking order business. Maybe that's the function of a PDF. Once you approve a PDF never to see it again. That's really an internal thing. The PDF is really not published. You can ask for a PDF and see it, but its not typical. I still understand that PDF is internal. But I do have a problem because I think by coming up with the changed title we're getting confused about people's idea of pecking order, the salary ranges, and all that stuff with what the position really occupies in terms of what we hire the person for. It's title and position is described in the Policy and Procedure Manual approved by the aldermen. So I have a problem with that. I personally would like to stick with the original titles. If you think it's a problem, then certainly explain that that thing has really means to be the Access Manager. That's my initial input to you.

MOTION BY ED LECIUS TO ACCEPT THE DRAFT PDF OF THE EDUCATION CHANNEL ACCESS MANAGER AND REFER IT TO THE E CHANNEL SUBCOMMITTEE FOR THEIR REVIEW AT THEIR NEXT MEETING

ON THE QUESTION

Dennis Ryder

Before we voted on this motion, I would just like to say that Mr. Teeboom mentions that the title is Access Manager? Couldn't we clear up this thing very easily by referring to him as Manager of Access? Use the same words just reverse it there and it says exactly what you were saying earlier Sir.

Paul Johnson

I have to side with Mr. Barker on this one. I think that management is something you do of people and not of things or concepts. I'm also concerned that Access Manager as a title doesn't have the word "educational" in it. Since this is a role that is strictly the educational will also have

public access that the whole thing gets confusing down the stream. So I think that something along the lines of what is proposed on the current PDF, to my way of thinking although it does deviate from the decision that was made some time ago in very early stages of developing this whole concept, I think it's a more descriptive and appropriate job title.

Stacy Hynes

I just remembered from looking at the Policy and Procedures Manual that facilitating the acquisition of content was supposed to be a major task under this job position. I'm just not seeing that. Like Ed had mentioned, maybe this is something we can discuss further on Tuesday among the Education Channel Committee members. I know our subcommittee, our programming policies and procedures subcommittee of the education channel, I know the stumbling block they keep coming across in developing how best to acquire content for channel 99 is they felt they needed someone who had the training and expertise to help in acquiring content, advising teachers how to best prepare content. Again because I just got this, I'm not seeing that at all under any of the major headlines under job duties.

John Barker

There's a lot of things in the job description. It's a dog's breakfast. But I want to point something out that people need to realize. This is a legal document and when an individual is employed under this document, what's not in here may not be acceptable as a job responsibility for the individual. So you wind up with PDFs that include everything for that particular reason. You also wind up having to be careful about titles that might imply a pay grade or certain responsibility that isn't necessarily what was desired at the time the job was put together. So when we go through and wordsmith, you want to make sure that we're including all of the things that the job needs to do. All of the responsibilities. All of the reporting relationships no matter how we might do individual headings or where we put the particular bullets, we want to make sure that all of the stuff is in there. That's why you see this as significantly larger than the 5 or 6 lines regarding job responsibilities that are in the Policy and Procedure Manual.

Alderman Teeboom

I want to debate it. First of all Mr. Johnson the title of this position is not Access Manager. The title of this position paragraph 7.2 of the Policy and Procedure Manual is "Education Channel Access Manager". There's the word "education" there. Second of all, when I review it I will make sure that it obviously meets the – there's more than 6 lines. It's actually a full page of description for the education and access manager – pages 12 and 13.

Now I'm not trying to hold ownership to this thing, but I would like to make sure that we stick with the description as it was approved. The PDFs can be changed. People change PDFs all the time. We ran into the PDFs for the mayor when we did merit program review for the entire City. We looked at PDFs for different positions. When you go outside the PDF description, you often get into stipend situations. That is if somebody does more than is in the PDF, they get a stipend if it's allowed and approved. It doesn't seem to lessen the PDF to give money back of course. Sometimes I think we do overdo the PDFs in my view of this whole thing. They start putting in all

kinds of nonsense that I think is – you can look at UNIX, Linex. I just notice that if you look at the PEG Program Manager PDF, it took some while to get to Mr. Poehnert's PDF. There was an attempt to change the title there as well.

Now it (inaudible) manager calls that Program Director. Now Director is Mr. Barker. Mr. Poehnert is not a Director in the City. I don't know we'll have to check. What does the PDF say? Does it call it a PEG Program Director? I think we stuck (inaudible) we changed the title. So if you change the title there, then maybe set up...I don't try to get confused of PDF which is an internal document for HR, the employees, and the managers. Certainly not a CTAB function. CTAB doesn't manage individual employees Mr. Barker does. Mr. Poehnert does in this case.

As far as to review to make sure, and this is where Ms. Hynes is absolutely correct, she wants to make absolutely sure that this position describes what she thinks it needs to describe. I think the proper place to put it is the E channel. That's where the discussion – they're the ones that's going to put up in this position. If they don't like the way it's working out, they have to come back to CTAB. You can't just fire this person. You have to come back to CTAB and say he's not working out. E Channel is really a subdivision of CTAB. If you look at the way the whole thing is structured, it's not a committee in a school it's really a standing subcommittee, not an ad hoc, a standing subcommittee of CTAB. So you come back and say it's not working out, and then we have to go back and Mr. Barker and the person works for you basically and reports to you and Mr. Poehnert.

So I don't get hung up on the PDFs. I think if we put too much in, then you may get into problems because somebody says you're not doing this specific little thing. If you put (inaudible) then it's not a problem. So I think you keep it broad. The E channel discussion is fine. I think I'll attend your meeting there because I came up with the original idea. I figured it was too much to do for one person to handle the whole City. In discussion with Julia Earl at the time you wanted to take control of the whole position, typical. We got into a discussion about what does a person really do. That's how we had some further discussion about evolving that position. That's why it's a full page in this write up.

John Barker

I'll talk to HR about the manager title again. I think I'll probably come back with the same answer. But I'll certainly do that. The one thing I want to ask the Education Committee to do there's 2 pieces of which I really was unable to add anything in because of my lack of expertise in that area. One is any security checks and standards that the school system has that this individual would have to comply with both to be hired and to continue working. So whether there's a particular background check that's necessary or anything like that, now it's the City doing the hiring and as I said, we're unfamiliar with the procedure. So we need some expertise from the school system on that.

The second was that the Policy and Procedure Manual said that it was really strongly desired this individual has an education background. I'm not sure what language to really put in there. I think all you'll see that I've added into the draft so far is "education background strongly desired". But some more language around that would be useful as well. As long as we're not raising the

qualifications so high that we can't hire in at the salary we're hoping to offer. So in other words, we don't want someone necessarily that has a PhD in education to be able to come in and do this. That kind of thing. So I'm looking for areas and assistance in those 2 areas to add in.

The last thing I want to point out is that I can certainly distribute this electronically, but I want to make clear that editing changes really need to be submitted back to me as a central point to add them in so I don't wind up with 16 versions and trying to figure out what's different.

Andrew Cernota

I think it's pretty consistent with Mr. Lecius' motion that in addition to referring this to the Education Committee, that we also study it ourselves and get back to Mr. Barker with our suggestions. I think most all of us have only seen this this morning. So we want to give it our attention as well as referring it their subcommittee.

Stacy Hynes

It would be, I think very beneficial to the members of the Education Committee if they could see an electronic version of this. SO if you could forward that to me today I'll in turn forward it to all the members in anticipation of Tuesday's meeting. Also if you could arrive on Tuesday with a salary range. I know that was discussed at the July 13th CTAB meeting that we needed to have a salary range for this meeting so that we could discuss it in the depth that we need to discuss. Again, the priority of the Education Channel Committee is to expedite this as quickly as possible and move on it.

John Barker

I can certainly come up with a ballpark, but we realize that it won't be firm until HR studies and the final version.

Stacy Hynes

Again like we discussed at the last CTAB meeting, we're looking at about 2 months interim is that traditionally what is seen when we're developing...

John Barker

Once we finish the PDF, it could take from 2 to 3 weeks to get finalized. Once we get it down to HR and get it signed off, and the hiring process is somewhat dependent upon how many people want to apply. That could take a month, a month and a half. I think once we've gotten the most difficult part of it is this. Once we have this done, it goes along fairly smoothly after that.

Paul Johnson

A question related to timing then. Does this mean that ultimately the PDF comes back to CTAB after the Education Committee has reviewed it at the next CTAB meeting would have to be

approved? So that's a month away or are we out of it after this?

John Barker

Only city staff is allowed to actually write and submit a PDF. So CTAB's feedback and review and the Educational Committee's feedback and review should be concurrent. When we have agreed that I have received all of the feedback and accurately understood and applied it, I will let you know that I'm going to submit it to HR as a final version. I want to make clear that just when we were talking before about it if somebody didn't work out, if they don't work out then the feedback would come to the staff and the staff would take personnel action on the employee. It's not a committee that ever does that.

Paul Johnson

I'm just trying to understand for my own sake and for Ms. Hynes sake whether a milestone or a (inaudible) depending irrespective in this process is the next month's CTAB meeting when this has to become an agenda again or not?

John Barker

I honestly don't believe that we need to wait for another CTAB meeting to continue working on this. We only used this CTAB meeting as a stake in the ground to make sure I had to produce and deliver something. So it was a good goad for that. Now I believe we can continue to work moving forward from here without necessarily having to convene an entire meeting.

Alderman Teeboom

That's a very good point. The Board of Aldermen doesn't review PDFs. The Board of Aldermen certainly hires positions and sets salaries. That's what this Board does. The Board approves the salary range, is recommended, and the Board recommends hiring and firing. The PDF is not a Board function.

The next thing is I sort of have a sense and this is a big tail wagging a small dog here. You know where I'm going with that one. Writing the PDF seems to imply, and I think what Ms. Hynes is saying, (inaudible) that we hire someone after 3 weeks. My view is the answer is no. I'm still waiting, and we've talked about this the last time you were here, I'm waiting to see exactly what the Policy and Procedure Manual is that the E Channel Committee is putting together for the E channel so that we know what the manager is going to do. The PDF is an internal document for the purposes of keeping straight that the guy is doing the job and gets his reviews. But the E Channel Committee still has to have operating instructions on what its total expectations are in terms of television production – not production so much as managing that production and dealing with all the other school districts. I haven't seen any document come out of the E channel number one. Number two, I think it's altogether premature. We're in the process of designing a system school wide, designing a system city wide. That's why we got (inaudible) for because we realized that the PEG Manager was just too much for one person to do which was the original intent.

Until we're situated in Court Street, in my view, until we have a system up and running and the school building is connected – we've got what 16 or 18 school buildings that not all have access, but all of them have a role to play plus all the other schools in the city. There has to be a semblance of how this whole thing is going to work for the E channel. It's not just a bunch of bulletin boards. This is just showing the Board of Education meetings and the committee meetings. It isn't just showing some content that the studio students have produced which we've seen which is pretty good stuff. But we're talking about an education process of filling up that channel. There's lots of programming. I haven't seen anything yet to show me what kind of programming we're going to actually have on the channel finally. Has anybody gone around and look at what other – has the E channel for instance gone around and looked at what all the other communities are doing that are way ahead of Nashua. Lowell, Manchester, Derry – we've been to a bunch of them. Bedford is a good example. All the stuff that they're doing and a lot of stuff is education stuff produced inside the city community and outside the city community. All that stuff has to be looked at to see what it is the education channel can show on the education channel. I haven't seen nothing come out of the E channel. Now I've not gone to any more meetings. If you wanted to that I attend, I'm going to the one coming up. Until all that is somewhat well visioned so when the guy comes in – the guy's going to make around \$50,000. That's about what we had programmed in that area give or take. No? Way low?

John Barker

He might be given a raise.

Alderman Teeboom

Well it's a plus or minus all right. You got to give this guy marching orders. You can't expect miracles out of this guy. I envision him to manage the content. My view in terms of especially looking at the budget that Mr. Chancer is agonizing about a little bit earlier. The PDF is fine. You can do all the paperwork, but I think we're paying premature hiring. I may be the minority of one on that.

Andrew Cernota

I'd have to say that I would like to see more of an actual firm structure as far as what he's going to be doing, what he or she is going to be coordinating. Before we end, kind of a cost benefit a far as before we invest in paying a salary, we want to have something concrete for them to be going forward. Again, my understanding is that this was a preliminary step before we took that next step of actually going and proceeding with the hiring that we would discuss it further and get more information from the Education Committee as far as how they would proceed, what he or she would be doing on a more concrete level in addition to what's described in the PDF.

John Barker

I just want to point something out, and this is for Ms. Hynes as well, in the draft description the last section "supports education channel committee and CTAB". The second bullet there I've

written as “assist the education channel committee in development and maintenance of policies and procedures, forms, paper, electric, and a programming guide for the operation of the educational channel. That’s relevant to what we’re discussing here. I added it in to the job description to assist in that process. I’m not saying what CTAB has to decide here, but I’m pointing out that there is something in this job description relevant to that. I’d also like to ask why you may agree with me on the term or not, I’ve been calling this thing a “programming guide” after having thought about what it is rather than a Policy and Procedure Manual because we have one. I believe if we use the term “programming guide” it’s clear that it’s not a program. It’s not a schedule, but it’s a guideline of what we put on and how we put on and decisions that the access coordinator/manager or whatever would make to decide whether something was appropriate to the mission and policy of the educational channel or not. So if we can use that term when we talk to each other, it might make clear what we’re referring to. Once again, there is a line in there to assist in that process regardless of whether it’s all done ahead of time or not.

Stacy Hynes

I truly (inaudible) committee and the programming, and policies and procedures subcommittee really feels they need the access manager to work in conjunction developing this. We do have at the basic level developed, a form developed, guidelines developed, our mission statement which we feel is the jumping off point. I think that’s why we feel it’s such a critical time right now to hire, define, and develop this position to work with us so we can make those leaps forward. I can’t say enough how we feel this is critical at this juncture right now.

Paul Johnson

Are those document available to members of CTAB?

Stacy Hynes

Yes, absolutely. I thought I had distributed it the last time. No, absolutely. I’ll send that along to you.

Paul Johnson

Electronic format please.

Stacy Hynes

Sure, absolutely.

MOTION CARRIED

John Barker

Just to remind the Chair that you might want to expedite Mr. Paul Johnson’s report since he has a deadline to meet.

Andrew Cernota

Yes. I think we'll take care of that now if it's all right with everyone.

- Federal/State/Industry (FSI) Subcommittee

Paul Johnson

I'll quickly address the FSI subcommittee report first. Very brief, I did circulate a news item to members of this committee a week or two ago related to a federal court decision in Connecticut where the Connecticut – AT&T had been coming in with a system somewhat like Verizon's FIOS system, and both of those telecommunications companies are getting into the video market. Both of them – I've been arguing that the cable law doesn't apply to them. The franchise that will fund our ongoing efforts in what we're building here that because their "not cable". In fact, AT&T was successful in having the State Public Utilities Commission in Connecticut agree with that position. Suit was brought and the Federal District Court has found, in fact, that AT&T's service is subject to the cable law and is subject to franchise agreement requirements and franchise fees just as Comcast and all of the other cable providers. This decision seems that it would also cover without any question Verizon's FIOS system. That seems to be very good news for the ongoing funding model that we rely on here in Nashua for Channel 16, and 99, and the future public access.

Dennis Ryder

Was this a federal court or a state court?

Paul Johnson

This was a federal court decision.

Dennis Ryder

Good.

- Public access TV organization

Paul Johnson

I also circulated by e-mail and was a part of today's package that it's time for us to move forward with a series of meetings geared toward setting up a public access channel 501C3 organization to operate that channel. We talked a while ago about the chicken and egg situation, and it's time that we create the egg that will hatch into the public access entity. This is for discussion right now just conceptually to get by in that first off that this approach makes sense and then to talk about some specific action items.

As I envision it, we would have a series of organizational meetings that would lead to the

establishment of the 501C3 recruitment of a Board of Directors that would operate the Nashua public access. There has to be a legal entity according to the Policy and Procedures Manual, a non-profit. As I envision it, these organizational meetings would not be meetings of CTAB nor of a CTAB committee. Rather they would be public meetings with some CTAB member participation and obviously a heavy amount of steering in the early stages to get things off the ground. It would evolve into an organized working group of interested and committed people from the Nashua population who would work over a period of months to establish the policies and by-laws of a 501C3 and form a board of directors. Obviously there's some recruitment involved in that in getting and trying to reach out in the community and get the right people involved, be a representative of different populations of communities, and types of users in the city business non-profit, arts, etc.

From a conceptual standpoint, the committee would be fully independent of city government. It would not be a standing committee of CTAB like the Education Committee is because obviously the end result here is a fully independent legal entity of its own. But one or more CTAB members and I would certainly expect to be one of them. I would be attending meetings and participating in the committee and would report back to CTAB on the progress. So that's the umbrella framework under which I see this going forward. I don't think we actually need a motion or a vote on this because we already had authorization at a previous meeting to move forward with the steering committee for this purpose. I'm just trying to get it kicked off the ground now.

Alderman Teeboom

The CTAB Policy and Procedures Manual on page 7 is the only place that really discusses the public access channel because the appendix has much more detail about the programming is taken out after we got into this rather heated discussion at the committee where they discussed approving this thing. Somebody said you could have sexually explicit content on this channel and that it turned into – I can't tell you what kind of discussion it began. None of my channel type of discussion. So and I was told it was going to be a 3 o'clock in the morning doesn't matter. Nashua is still part of New Hampshire and not part of Massachusetts.

Nevertheless it clearly says in the bottom of page 7 it's an independent contractor not for profit corporations. So the P channel is it not only is not a subcommittee, it's an independently contracted organization which is loosely supervised by the PEG Program Manager Mr. Poehnert in terms of complaints or whatever. But there is a certain amount of operational and structural isolation. Even though I fully expect them to use if you get Court Street use part of that facility whether we separate the servers or not. That's a whole different discussion. Yes absolutely. For us to go back to the Board of Aldermen and say we're ready to proceed. It has to be a contractual relationship. It has to go before the Board of Aldermen for approval. It mentions in section 6 of the manual how that roughly proceeds. Just like we do a contract with CDA. This would be a contract the city contracts with this independent agency. So yes it's an independent agency has to have a board of directors; it has to have it's own policy and procedure manual; it has to make a presentation; it has to be an entity that exists in the 501C I believe. We have to have discussion with MCAM. I believe MCAM is the outfit in Manchester to set this up?

Paul Johnson

Yes.

Alderman Teeboom

MCAM got started because there's a legal issue in Manchester involving somebody (inaudible) somebody else and they said see we don't want involved in that. There's a lawsuit pending. Many communities don't separate it out. They don't take all that much care, but Nashua has big pockets as seen by others and big targets so we have the separation. I think it's not an (inaudible), I think it's very necessary. I would like to be on this – it's a steering – tell us a little bit more how you see this set up Mr. Johnson.

Paul Johnson

I see it set up as a series of meetings that will self organize over time. Obviously we have to seed things by having a meeting at which with some members of this committee who are interested and to which we open to the public and invite other interested people. We probably all have one or more people in mind for that. The initial meeting would just be to start the ball rolling and then to plan a schedule of other meetings, figure out how we're going to do outreach and promotion of these meetings, recruit people in, and over time as it becomes a snowball effect. So over time we recruit people in and CTAB's involvement and our involvement becomes that we're just members of this committee rather than that we're actually driving the car. Initially obviously I think we have to drive the car, but be prepared to hand over the wheel. The first milestone is the first meeting. At the first meeting we'll plan how we move forward. I don't think it's appropriate or necessary to take the time of this whole committee to belabor all of those details.

Alderman Teeboom

Is this going to be on your meeting? I mean who are you seeing to take place on this first...

Paul Johnson

Well I think in its first meeting I would expect to see and would certainly hope to see Mr. Poehnert there. I would expect to see you there and other members of this committee who are interested and probably a few people who are sitting at home watching this on TV this morning who follow this with interest and have been waiting for public access to start to move forward. At that meeting those of us who are there will start to lay out an organizational structure for future meetings and this specific outreach program to try to bring people in. We want to have a critical mass of interested people pulled in fairly quickly.

Alderman Teeboom

I understand. I'm just talking about how you're setting up now. I'm not talking about the snowball effect yet. So are you tending to call a meeting? What do you intend to do to get this organized

and get going?

Paul Johnson

Well the bullet points on my memo were trying to lay that out so that we solicit names of CTAB members willing and able to participate in an initial steering meeting. Ideally the week of August 13th, which is next week, and select a date and time and place. Probably here in City Hall. That steering meeting would establish a name for the group. I threw out as a thought the “Nashua Public Access TV Organizing Committee”, which is a mouthful but at least it gets something on there for instruction. Then we discuss and set goals, we establish a meeting schedule, we plan outreach and publicity, and this is an important one. We obviously publicity involves having people know about this committee. The mission that we’re moving forward so that would involve contacting the press, issuing press release, from publicizing meetings, and the one specific action was to obtain an agreement from CTAB and the CTV staff that meetings of this committee would be publicized on TV 16 and I hope TV 99’s bulletin boards so that people who are watching the municipal TV would be aware of the meetings and encourage to attend.

Alderman Teeboom

Why is this then not a subcommittee of CTAB?

Paul Johnson

It’s not a subcommittee of CTAB because by nature its intent is, as I see it, to evolve into the volunteers and board of directors of the 501C3 which cannot be a subcommittee of CTAB. So our intent here is to plan the seed for what will become the board of directors and the people that will actually make that happen. I don’t think we can do that as a subcommittee of CTAB.

Alderman Teeboom

Okay so you’re calling a meeting for 13 of August you said?

Paul Johnson

I’m calling a meeting for next week or the week after just to start the ball rolling.

Alderman Teeboom

I’m not sure it will be televised right away.

Paul Johnson

No, no, no.

Alderman Teeboom

There's nothing in there to be televised.

Paul Johnson

I'm not asking for them to be televised just to be publicized with the slides on 16 and 99.

Alderman Teeboom

Well if you trying to lay the foundation for this organization, then you're absolutely not a CTAB. It could be CTAB subcommittee if it was not that, but if you get this thing rolling by just having a non-meeting meeting and its administrative and you want to start that going and see if you have interest. Yes I certainly – when I go back to the Board of Aldermen next year sometime before the budget starts and try to get the Mayor to put some money into this budget, I need more than what I have. I tried to do this a year ago. He threw me out the door. He threw me out the room. He said you've got nothing to show me, the show would be anything but controversy. That basically had a stake on it.

Dennis Ryder

I think sounds a brilliant idea, but I really don't see that you can do it officially as members of CTAB. I see nothing wrong with members of CTAB being members of this proposed organization, but it's supposed to be independently contracted non-profit corporation. CTAB is involved in arranging a contract with their independent contractor right in here. So I really don't think that we can officially involve ourself in this. But I certainly am very enthusiastic in the idea. I'd love to have it and see it happen. I like the idea of televising it. But I don't think we can do this as a subcommittee of CTAB. You ought to ask counsel what she thinks. It's one of those things.

Paul Johnson

I have 2 more things. One is I would ask I guess I don't know if it needs to be a motion or just a sense of the members here to start with as to whether these organizational meetings could be promoted on TV16 and 99.

John Barker

Yes it can. If the meeting is held within public facilities in the city and then the IT Division can certainly or since we represent PEG, can certainly put that forward because we're talking about an organization that is not for profit. In this case it's not even a formal organization. So certainly those meetings can be publicized.

Paul Johnson

Then I would like to next just put forth a couple of possible times and dates that would work for

me. I'm sure we could space somewhere in city hall or the library for a small group. But either next Wednesday morning, the same time as these meetings, or Wednesday evening, or the following week – Wednesday.

Alderman Teeboom

I'd rather make it in the day. My evenings are all tied up with this aldermanic stuff. If you're going to do it, I'm available during the day.

Paul Johnson

My sense is it will be much harder to get members of the public to come during the day. The initial meeting we can certainly have more flexibility if it's primarily members of CTAB involved. But subsequently I think the meetings will have to be during a time that's convenient to members of the public. Next Wednesday morning?

Mariam Swanson

I'm very interested in participating. So I'm just asking is the right time to tell you that?

Paul Johnson

Yes. So we'll plan on meeting at City Hall next Wednesday morning. I'm sure we can find some place in City Hall to meet.

John Barker

Wednesday at what time?

Paul Johnson

8:30.

John Barker

I'll see if there's space available.

Alderman Teeboom

I think 208 or the conference room.

Paul Johnson

We don't need RSVPs, but who would like to attend?

Jean Marie Kennamer

Jean Marie Kennamer in the City Traffic Engineer.

Paul Johnson

That's right. And the other new member?

Mariam Swanson

Mariam Swanson.

Paul Johnson

Thank you Mariam.

John Barker

And Mr. Poehnert's there of course, while it isn't an official role because part of his job is to help promote the development of P, E and G. But he doesn't have an official role.

Paul Johnson

None of us will have official roles in this.

Andrew Cernota

A few members mentioned that they have to leave at 10.

John Barker

Will we lose a quorum?

Andrew Cernota

Once we have a quorum, we have a quorum. So we'll be able to keep going.

UNFINISHED BUSINESS

- Policy governing chain of command and programming decisions

Andrew Cernota

This came up again as unfinished business. I think...

Alderman Teeboom

This legislation did it pass? I lost track.

John Barker

I was hoping you'd tell us Sir.

Alderman Teeboom

I believe it passed. It was to eliminate the 3 member committee of the director, the citizen, and (inaudible) and that responsibility is now Mr. Poehnert. That's to set programming priorities, resolve conflicts, and in case these things that program content is not appropriate item for the E channel and the P channel is in the definition of what can be shown. That type of thing. All that used to be under the programming committee because we didn't have a PEG manager. It took a little while to get to this point. We've eliminated that committee. I'm not sure why it took so long. I think it was accomplished basically.

Andrew Cernota

So we can now consider that one finished.

- CTV Survey

John Barker

I believe we should consider this finished business in that the surveys such as it exists now is going to be given to CDA who we're contracting with. They will use that information to develop their recommendations. I don't think we need to carry this forward.

Alderman Teeboom

I'm very glad to hear that because as I said when I kicked this off, you can go into an endless exercise. You wind up maybe biasing it. Just head all this over with the CDA and let them proceed with it, and let's take it off our agenda. I'm really glad to see that come to termination.

- Update- Court Street station for Nashua CTV

John Barker

The bottom line is that the IT Division, the PEG Program Manager are recommending that we use 14 Court Street and the Playhouse 101, which is also called the formerly playhouse 101, formerly called the black box that location for our studio and direct the consultants from CDA to study and make their recommendations based on that space. We did a very extensive look at a number of different locations. We looked at the old Arlington Fire station and determined that that building would probably have to be leveled and rebuilt to be able to suit our needs. Obviously we don't have the budget for that. The Hunt Building had a number of issues that

besides just the limitations of the space, the facility itself, that prevented us from considering that. We at first seemed promising for there to be some space in the Riverside building, which is where Transit and DPW and some police storage are. But it turns out that there are a number of organizations that have dibs on that space already. It would be difficult to get enough space to be able to accomplish what we need to there without going through an amazing number of legal and operation hoops.

We looked at private space in the Millyard. We talked to the folks at PM McKay who were very kind to show us some space – some very promising space. But of course the cost was prohibitive especially when we consider that there was available city space for it. So after all of that, we determined that Court Street probably made sense. Now there were some issues that we had to look at in Court Street. There was concern by some individuals that there might be a sound issue. A noise issue. It was determined by CDA that soundproofing and some HVAC work could resolve those problems for us without extensive costs to us.

The Fire Marshal took a look informally and felt that there wasn't going to be a fire code problem. There was in the past for it used as a playhouse, a formal public performance area for an audience. But that's not our intent and purpose. So we would not have that issue. I was encouraged to have the Building Safety Department go over and see if there were any other code issues that we needed to be made aware of before we made this recommendation to CTAB. They did go over there. The PEG Program Manager and Mike Findley from the City went over there. The report I got back was that there were no code issues that we needed to worry about.

We are anticipating that we would set up a separate electric meter and pay our own electric bills directly. I should also mention the Court Street Advisory Committee heard this request formally. Mr. Johnson and Alderman Teeboom attended a couple of meetings of the committee. I was at one also. The final meeting the committee voted unanimously to recommend to the Mayor's office that that space be allocated for our use.

The last piece which with the recommendation of the CTAB I will undertake is to determine what are the final steps to have that space formally assigned to us? I don't anticipate any problems, but there is still some slight gray area around cost. The City Attorney Dory Clarke has ventured an opinion that other than simply maintenance fees, contribution to maintenance fees and the payment of separate electric, there shouldn't be any cost to Nashua CTV to be in that space. The City does not historically charge its own departments to be in city facilities. So this should not be any different than that. I don't have a written opinion to that affect. Once again, I don't anticipate any problems with that.

I believe the next step really is for this committee to recommend that I go and formally make that request for space to the Mayor's office and get approval. I don't want to make that request until such time as I've gotten this body to agree that it is the proper course of action. So going back to what we'd said for a number of months leading up to this, we would study the options. We would come forward and discuss with you what the options were and what we felt about them, and the issues and challenges we looked at and what our opinion of those were. That's what this communication is about. At this point, I'm hoping that a member of the committee will make a

motion.

Alderman Teeboom

Well first of all I'd like to before I make a motion let me just say that I did attend a number of these functions. We got a long time to get to this point. I have to say Mr. Barker did an outstanding of due diligence to check all these things out, including looking at the plans before I believe Riverside facility. Look at the actual detailed plans and Kenamer helped us with that.

I attended the final meeting with myself and Mr. Johnson with the Court Street Commission. It wasn't at all clear at the beginning of the meeting that they were going to allow CTAB to take the space. The commission, by the way, is charged with looking for future venue and income for that building which is a sizable building. A sizable expense. It wasn't at all clear that the commission was going to approve our use of it. It was basically you guys are television operators. You don't really fit our arts concept. You're not an artsy fartsy kind of folks to put it my way. Maureen Lemieux made a very passionate plea. I think she changed her mind somewhere along the line and made a passionate plea about us occupying the space, whether or not we were an art outfit or not, and that could be debate. We feel we are art. We feel we performance oriented. We put on stage plays and things in the studio, but that was not their concept of art. Arts people do paintings, and pottery, and ballet. The traditionally stuff. We don't fit the traditional mode of arts.

Maureen Lemieux made a passionate plea, and I'll tell you what convinced them to vote in our favor. It was revenue. The source of revenue. They are desperately trying to find money to pay for this building at least to keep it operating. The city bought this building 12 years ago but \$4, 5, 600,000. It's been a fairly good drain. I think there's over a million dollars of expenses into this building fixing the roof, fixing the air conditioner. If you look in the building it's a design that exists when gasoline was \$.29 a gallon. Energy was not an issue back in those days. It's a big issue today. So it was revenue. What convinced a major opinion maker – not the chairman – Schneider, to come around and finally agree. When he agreed, the Chairman agreed. That took that vote.

Mariam Swanson

Was Tony O'Malley present?

Alderman Teeboom

I can't recall who Tony is. The thing is it was a unanimous vote. However, since then Mr. Barker went up the fact that the city doesn't pay to occupy city buildings. But I would like first of all to make the motion. That CTAB authorizes Mr. Barker to proceed to discuss and arrange for CTAB to occupy that area and whatever other area you can squirrel together. The foundation area is the black box staging area. I think that you may be looking for some additional space. It's up to you to figure that out. However, I do feel that we should make an in-kind contribution. We should make an offer, and this can be part of my motion, of some money. I have looked at what is typically by tenants. Now tenants don't pay by how much square footage. Tenants pay

because they're able to pay in what they do. The upper price of what the tenants for space – not managing the space but the space through this commission (inaudible) city is, and I turn that date over to Mr. Barker that I have is like typically \$500 a month. That's about the peak of what they pay. If I'm wrong Mr. Barker please correct me, and if you need to do more research, then please do it. I'm also in my motion recommending irrespective of the legal opinion or not because I think you're pretty solvent on the legal opinion written or not from Ms. Clarke, that we authorize an in-kind payment to offset the operating costs and it goes to the commission of \$500 a month, \$6,000 a year out of our budget. I say that because the commission could withdraw the approval because it was clearly understood no doubt about it that the commission turned around not because they felt so kind to us. They're looking to fill the space with arts people. We don't fit that concept. (inaudible) this is space not easy to rent and as long as we get income from the CTAB folks that great. Let's go for that. That's part of my motion is to pay, and it's up for discussion if you wish to discuss that of course, is \$500 a month, \$6,000 a year to go along with the offering that Mr. Barker can make authorized by CTAB.

MOTION BY ALDERMAN TEEBOOM THAT CTAB AUTHORIZES JOHN BARKER TO PROCEED TO DISCUSS AND ARRANGE FOR CTAB TO OCCUPY THAT AREA AND WHATEVER OTHER AREA IS NECESSARY AND ALSO TO MAKE AN IN-KIND PAYMENT OF \$500 A MONTH, \$6,000 A YEAR, OUT OF CTAB'S BUDGET.

ON THE QUESTION

Andrew Cernota

If I could just interject maybe a question related to that. In your e-mail you did say that reasonable building maintenance fees are likely to be included in that. Are those consistent with the \$500 figure that Alderman Teeboom?

John Barker

That's the nature of my comment actually is that the other tenants that are there – first off, we don't know what the costs might be that the new Court Street as it were, the new arts center, would be asking for tenants whether they would be grandfathered under existing money or asked for more. We don't know that. We know what's been asked for up to this point under the leasing that's been done by the City for the Nashua Symphony. The thing is that they don't separate out electric, and they don't separate out maintenance. So that \$500 a month or thereabouts includes those components where we would be extracting out the electric through a separate meter, and we would be contributing something or equivalent to something towards facilities maintenance. So it's unclear to me whether you're suggesting Mr. Teeboom that we (inaudible) \$6,000 in addition to the electric and the maintenance, or whether we have to figure out some how what electric and maintenance ought to be out of the \$6,000 and give them the balance.

Alderman Teeboom

Let me clarify that. \$500 is just like any other tenant out there pays. That takes care of the custodian services, whatever is provided by the City as being a landlord of this building. We

have talked about placing a separate electric meters in so we could separate any costs that we may have because the lights in the studio, and there may be excessive we pay for. That's not included. If we decide to separate out the meter and we got a meter of our own and have our own electric bill, we pay our own electric bill. But we're not paying our own heating bill. We're not paying our own custodial fees that the City typically goes by. We don't pay for leaking roofs or whatever insurance there may be. The \$500 is like an in-kind payment for renting the facility on the terms of typically would be a rental lease with the exception of the electrical, which I talked to you about we could separate out.

John Barker

The HVAC would probably be off that same metered line that we'd be paying our power off of. So that will be in there. So we wouldn't really be able to know how much the City should be contributing to heating and air conditioning. We'd be paying the nut on that.

Alderman Teeboom

Let me understand. We are going to have our own electric meter.

John Barker

Yes.

Alderman Teeboom

The electric meter meters electrical power of lights.

John Barker

For that whole area yes.

Alderman Teeboom

We don't have a separate meter for the air conditioner.

John Barker

I believe the air conditioners since it runs through those lines and circuits would probably be off that same meter.

Alderman Teeboom

We're measuring our own use of air conditioner?

John Barker

If we're putting in a meter at that point where that whole branch comes off of, it would be in that line.

Alderman Teeboom

I don't think that would apply for central air. I think you need to check that. That's a central air system. If it's a central air system, it has its own boilers and its own air conditioning.

John Barker

I seem to recall that we have an entire separate A/C system right up there which is why we had that noise problem there was because we had an entire compressor and circulation system right there in the room.

Alderman Teeboom

My motion still stays. My motion is if we do electric metering whatever is off that electric meter we pay that electric bill. If somehow the air conditioning is part of the electric – I mean you have to tell us more about how this – CDA will have to tell us how finally this is all wired up. The electric bill is separate. I'm talking about an in-kind payment for the use of the space and whatever the City typically maintains. Like I said custodial, repair on the building, leaking roof, insurance on the building that type of thing. That's included with the \$500.

Dennis Ryder

I'm just reading this memo that you put into the agenda here. You have from Dory Clarke who suggested that Nashua CTV is a city agency should be expected to pay its own electric and some reasonable building maintenance fee but no monthly lease or monthly chargeback would be appropriate since we are a city department. So counsel has already expressed an opinion that we should not be paying a lease or monthly chargeback.

Paul Johnson

I'd just like to clarify that. I think Attorney Clarke's opinion is that we would be paying towards the maintenance of the space and I would expect that that would include some fraction of the general maintenance of the building. That would be a payment that we would be making in addition to paying for our own electrical.

Alderman Teeboom

My motion is, I understand the legal opinion, I'm just saying there's an expectation of getting some contributions from CTAB and letting us use the space by that commission. Now it's clear. They can withdraw. If they find out we're paying nothing but just plain maintenance, they could withdraw their approval. Without their approval, it's an administrative function and it goes back to the Mayor. The Mayor can override the administrative function and an aldermanic function too. But it'll be probably be difficult the Mayor and the aldermen to override administrative report. All

the report has to do is say well we have to cherry pick the CTAB and we didn't accept your recommendation. I think it would be difficult for them to do. A little bit difficult to do. So I'm looking to build on the relationship you're building with our commission. I'm building on the fact that they expect us to make some payment. That's before this legal opinion that Mr. Barker mentioned came about. We fully expected to pay some lease fee. We don't have to write a lease. It's an in-kind payment. It's a good faith payment. I think we can afford it. We can't afford much more, but we can afford it. WE cannot afford the McKay stuff and that type of thing. That's my recommendation. That's my motion.

Dennis Ryder

May I suggest that maybe we shouldn't call it a month lease or a monthly charge back. Give it some other name.

Alderman Teeboom

It's an in-kind payment is my motion.

Andrew Cernota

Just a clarification. In-kind usually refers to materials rather than a cash payment – like if you bought roofing shingles for them, that would be an in-kind payment.

Alderman Teeboom

Well if you want to modify the motion to make it more legally precise, Mr. Attorney please do so.

Andrew Cernota

So I guess we're looking at the motion being a friendly amendment to change in-kind to cash is that...

Alderman Teeboom

Contribution – that would be an occupancy in-kind payment.

John Barker

I want to point out 2 things. One is that when the public television component or the public component of PEG were to be handled at the studio at that time, a leasing arrangement could be handled because it wouldn't be leasing to ourselves. It would be leasing to this separate 501C3 organization. So that might be a different thing as well.

The other last point is that just so everyone is clear, any alternations- and we know there are going to be some significant alterations necessary to the space and to the building to accommodate this particular utilization will be paid by the CTAB funds. It would not be included in any arrangement whether it's compensated or not by the City.

Dennis Ryder

I have one small question on the suitability of that location. Is it capable of handicapped access? I know Litchfield is having some problems in this area.

John Barker

It would meet code, but there's (inaudible) it wouldn't have the same level of access necessary that you would for an auditorium or something. There would be an ADA compliant entry point there. At the same time I won't say it's convenient, but it would certainly be compliant.

Jeff Poehnert

I was actually going to follow up because when Mike Findley and I went over there he addressed that with the different entrances and exits. One of his things was that the physically challenged people would have their access that ought to be part of the building.

Andrew Cernota

I'm wondering if I can make a suggestion here that we actually divide this motion to (1) to have Mr. Barker continue to make the formal request and then perhaps we study what is an appropriate payment in light of what other payments would have to make to the maintenance and upkeep of the building.

MOTION BY ALDERMAN TEEBOOM TO WITHDRAW HIS PREVIOUS MOTION

Alderman Teeboom

Let me state that we ought to look for in the motion we look for the in-kind fee as opposed to a motion. Then Mr. Barker can come back to us and recommend to us an in-kind fee. The principle of an in-kind fee for occupancy is there and remains there. So Mr. Barker can say we are considering an in-kind fee. I'll withdraw the \$500 motion but I'm maintaining an in-kind fee within the motion.

Andrew Cernota

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

John Barker

So may I ask a restatement of the motion?

MOTION BY ALDERMAN TEEBOOM TO HAVE JOHN BARKER PROCEED WITH THE AUTHORIZATION OF CTAB AND NEGOTIATE THE SPACE AND ANY ADIDITIONAL SPACE THAT CAN BE NEGOTIATED AND BE ABLE TO OFFER AN IN-KIND CONTRIBUTION IN ADDITION TO THE METERING OF THE ELECTRICAL

ON THE QUESTION

Alderman Teeboom

I'm just withdrawing the \$500 figure as a figure feeling (a) you'd possibly get more input; and (b) we're losing our members that would participate in a vote. I don't want to take a vote.

Dennis Ryder

May I ask that Mr. Teeboom modify his motion to eliminate the word "in-kind" just leave contribution there save arguing the point what's an in-kind payment. Just take it out. It doesn't mean anything.

Alderman Teeboom

In-kind to me is pretty clear. I'm happy with in-kind.

John Barker

So if I understand correctly then the next step would be that I would report back to CTAB on what mechanism for any kind of contribution would be available and what would be the recommended figure for final dispensation. Is that correct?

Alderman Teeboom

A number. I'm looking for a dollar figure.

John Barker

A figure and a mechanism. Is it a type of legal mechanism by which you can actually do this.

Alderman Teeboom

Well you can check into that. To explain the motion, you understand the reason why I'm doing it. I'm not throwing my money – I'm throwing good money after good money. I am hoping that we do not lose that because our options are small. I mean after all the stuff we've done, we lose Court Street we got nothing. The way I see it right now we almost got nothing. So our options – I'm looking at it from a selfish standpoint. Not because I'm kind towards helping commissions live forever. The understanding was that they were going to get revenue. They're looking for revenue. They're looking to come back in their report saying we've got to pay for this building and here's the source.

MOTION CARRIED

Jeff Poehnert

Just an additional note, PSNH is over at Court Street right now estimating as far as how to split

the electricity. Just something I found out right before the meeting.

NEW BUSINESS

- Approval of CDA Contract by Finance Committee
- Kick-off of CDA Contract

Alderman Teeboom

Do we need a motion?

Andrew Cernota

No I believe this is just a matter of reporting these things.

Alderman Teeboom

What I want to know, and I asked for it earlier when we discussed CDA, you're now meeting with CDA and signing the contract and laying out a timeline. We have a technical committee that helps advise you on this thing.

John Barker

We have a group, and ad hoc group.

Alderman Teeboom

I'm a member and Mr. Johnson is a member and Mr....

John Barker

Those who are available who...

Alderman Teeboom

Ryder's a member. So when you feel it reasonably its down to where you have a point of discuss a timeline or have a timeline, we could discuss it also. I would expect you to then start having this is as a standard reporting to affect the CTAB or it says here where we are. If there's a timeline to brief – you might at one point introduce the CDA to CTAB. I'm sure there's going to be a progress report that the CDA will probably present. I'm not sure what you're' plans are. Typically a contractor comes in and makes a presentation. Not always. It all depends on how you want to run the operation. This seems to me that CTAB ought to be closely informed (inaudible) steer committee but the members informed about what's going on. Maybe at some point you may want to have CDA introduced to the board.

- Cost estimate from Comcast to run a return (residential) feed from street to Stellos, plus conduit and access junction box to side of building for sports broadcasts

Jeff Poehnert

Basically what is at Stellos right now is a conduit leading out of the stadium that has the broadcast feed that the cameras basically would hook into and broadcast back to the head end of Comcast. What we don't have is the return feed coming back into to see that we really are broadcasting. So that's part of it.

John Barker

Before we talked to Comcast we explored whether there was existing space in the conduit for us to run our own residential feed and then just ask Comcast to hook to it. Working with Mr. Darchik, who's obviously not at the City any more, we determined there was just no room in the conduit. We would have to (inaudible) cable to be able to put in a residential feed which obviously would make no sense at all. So then we grudgingly asked Comcast to go in and assess the cost of putting in a residential feedback and at the same time since there was very little thought I think during the initial negotiations given to where these feeds should be, we asked that they be relocated to where we knew we would want to be putting our operations and our broadcasting cameras. If you remember at the turkey bowl in addition to the fact that we had no residential feeds so we couldn't see what was coming back, we had a spaghetti bowl of wires going all over the place because the connection point was way up in the booth at the top and not downstairs where we had a broadcast system. So this is an attempt to resolve both of those. The figure is nominal \$2,843. So we're asking the committee for approval to contract with Comcast to get that done expeditiously so as the school starts the sports events, we can start broadcasting these.

Dennis Ryder

Are we going to paying a monthly residential feed to Comcast?

John Barker

No we don't.

Dennis Ryder

If we were, they'd have to pick up the cost of running the cable anyway. That might be a viable alternative.

John Barker

Under our contract with Comcast, we don't pay for any fee for the connections we get. However under contract, we had a very set limit of number of connections available and the contract specified exactly where they were placed. So anything beyond that is a scope change and a cost

to do so.

Alderman Teeboom

Let me understand – for \$2,843.22 we're getting a feed that allows you to broadcast from Stellos Stadium at a location which is best suitable for putting in our broadcast equipment. Is that correct?

John Barker

I think they're basically running an overhead connection to one of the other buildings.

Jeff Poehnert

Actually they're going to run it through their own conduit under the ground out to the road.

John Barker

So they're running another line all the way out the conduit out to the road and connecting in. They're taking, and correct me if I'm wrong Jeff, but they're taking the head end connection and the residential feed there's going to be one at the booth and then also downstairs ...

Jeff Poehnert

Along the back of the building to the side of the building where at the turkey bowl it became clear that's where the broadcast should eminent from.

John Barker

So our equipment could be placed at either location.

Alderman Teeboom

So we have 2 feed points.

Jeff Poehnert

On the lesser sporting events you'd go to the upstairs.

Alderman Teeboom

Is it a fiber connection?

John Barker

No. No Comcast fiber connections. This is all copper.

Alderman Teeboom

All COAX you mean.

John Barker

Yes.

Alderman Teeboom

Okay. Well that sounds like a reasonable price then. Is this a reasonable price?

John Barker

I believe so. It's essentially costs.

Alderman Teeboom

They charge a lot more for that if you did it privately.

**MOTION BY ALDERMAN TEEBOOM TO APPROVE \$2,843.22 FOR THE PURPOSES OF THE
STELLOS STADIUM BROADCAST FEED INSTALLATION
MOTION CARRIED**

- Cost estimate for Comcast to set up Community Television EOC override system

John Barker

At this point this is just a – we're not asking for approval. We're just sort of apprising the committee that we have made initial contact with Comcast to find out what the costs would be to have a (inaudible) connection put in the EOC, the emergency operation center, that would be able to override all 3 channels – 99, 16, and 96 so people (inaudible) simultaneously in the event of an emergency and to broadcast whatever needed to be broadcast from that emergency operation center. This is something we were requested to investigate in the past. AT this point, we have a rough figure Comcast has told us that if we wanted to be "dead nuts", we need to tell them that we're interested in doing this and they'll come back and give us a formal quote. So we're going to let you know that it is our intent to have them come back and give us a formal written quote, and that we will take that quote and discuss it with CDA and use it as a consideration of the larger design plan for the Nashua CTV. We're just giving you at this point a heads up and the courtesy information that we're looking at this. We're getting some hard numbers. We'll determine whether the figure is appropriate or not, and we'll make a recommendation based on that.

Alderman Teeboom

Is there an alternative? The channels go 16, 99 and 96 go to Comcast and they broadcast it over some of those channels. Couldn't we have that override within our own design? Why does Comcast really have to do that switch over? We can have that within our own design.

John Barker

That's why we're taking the recommendation and presenting it to CDA to see if it is appropriate for us to do it or whether it's appropriate for them to do it? What's the most cost effective is really going to be the issue and operationally what's going to be the easiest.

Alderman Teeboom

Right. The other point I want to make is we have a new member, and I've never seen him attend a meeting yet Mr. Chairman. If he doesn't keep attending we're going to get somebody else. Mr. Rick Wood was appointed a member, and he represents the Emergency Management. He should be involved with this. I've never seen him attend one single meeting. So we kick him off the board if we have to. What's the sense of having somebody appointed if he never shows up. Here's a good point where we need an input. I don't know why he doesn't show up. Does anybody know?

John Barker

I can't speak to his motivation or his schedule, but I can tell you that even if he were here the answer he would say is yes we need to be able to broadcast from the emergency operations center. He would expect us to figure out what was the most expeditious and cost effective way to do that and get it done. So I don't know that his input would change any of our opinions. I think we all agree, and we've agreed from the very beginning that the emergency operation center absolutely has to be able to immediately override all 3 channels with emergency information and broadcast from the location that those decisions and information is being disbursed from. No matter how we accomplish that, we need to do that in the most expeditious and cost effective way.

Andrew Cernota

Is there a motion regarding this item that you require from us?

John Barker

It's just informational for your benefit.

- Board of Ed subcommittee meetings

Andrew Cernota

Mr. Poehnert informed us earlier that these are now being broadcast on Channel 99. Just wanted to remind everyone that this is going to affect our costs for videographers, and that people should be aware that again that was discussed in the financials.

John Barker

I think we're going to have to investigate. I live in Manchester and I watch Manchester's cable television. They have a full schedule. They cover arts events, sporting events, school events and I'm more sensitive now than I ever was before what the potential costs of that are for videography. I know they have a limited staff. I believe that the assumption I'm making, and I'm sure it's been backed up of what we discussed with them, is that they're utilizing volunteer or cheap videography wherever possible. I think we're going to have to consider, and I'm talking to Jeff as well as the CTAB, of utilizing volunteers from the school system to do some of these meetings considering, and I understand your sensitivity Mr. Ryder to the idea of stipends to students or not, different communities do it different ways – some do and some don't. Regardless of how we ultimately play that out, we have to start investigating how we're going to do that. We're not going to be able to afford to continually put professional videographers at all of the wonderful events that we're going to be able to start covering with the video servers.

Andrew Cernota

I think the educational channel materials we should be looking into a volunteer core. (inaudible) in Merrimack, I believe it was, that we toured early on in the process.

Jeff Poehnert

Londonderry does the same. It's basically all volunteers. I've been speaking with them about it and seeing how they have it set up.

PUBLIC COMMENT - None

COMMITTEE MEMBER REMARKS

Alderman Teeboom

The only thing I want to say is I think we're making good – I'm very encouraged now to see CDA on board finally. I'm very encouraged to see the Court Street thing happen. This is a significant accomplishment. It wasn't at all clear that we were going to get occurrence until the last meeting as I mentioned before. I think we're moving. We're moving at a snails pace. I do see the need for an education access manager some time soon. I can see that this whole education thing is not going very far without guidance and help of full time staff. It's going to be substantial costs, but you have to spend money sometimes to make things operate. So I'm not totally close

mind to the education access manager. I just want to see that it fits within the realm of things. Some volunteer help would certainly be useful. We haven't had much volunteer help in this operation here. So maybe Mr. Poehnert you could spend a little more time on that and train people how to use the equipment.

Jeff Poehnert

Internships are a way to go as well. I've got to get into that as far as getting school credit. That would be at the college level. It's out there. I've done it before. There's a good as pay as any on that with getting credits.

Alderman Teeboom

You're attending the education channel committee meetings correct?

Jeff Poehnert

Yes.

Alderman Teeboom

They need guidance from you. They need help. That's my only point. We're looking for your full time assistance. We're looking for you to tell us – I'm looking for you to tell us well they ready for an education access manager. I can see Stacy coming in and saying I've got to get things going but not much is happening. We were stumbling along too. But we did have a broadcast program before you came aboard. We did have a system up and running before Mr. Barker came aboard as poor as that system was. They will need help. I'm looking for you to provide that kind of guidance Mr. Poehnert and to come back to us and say look these people are ready for an access manager. I'm looking for that guidance from you.

**MOTION BY JOHN BARKER TO ADJOURN
MOTION CARRIED**

MEETING ADJOURNED

The meeting was declared closed at 10:45 a.m.

Committee Clerk