



City of Nashua
**Cable Television
Advisory Board**



December 10, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/89830494869?pwd=Ulp0M2JnUUJtM01hM3VkWURKdjZWZz09>

Meeting ID: 898 3049 4869

Passcode: 069335

One tap mobile

1-929-205-6099

Meeting ID: 898 3049 4869

Passcode: 069335

If there is a problem with the audio, please dial *603-589-3329* to advise.

Call to Order:

Comments from the public or others:

Acceptance of minutes of previous meetings:

11/12/2021

Written communications

Comcast letters

Captain Joseph Fay Correspondence

Approval of Finance Request

Financial Statements: Jeff Poehnert

PEG Manager's Report: Jeff Poehnert/ Pete Johnson

Access Nashua's Report: Dick Gagnon

Committee Reports: Educational Committee

Old Business:

Public Access RFP Discussion

New Business:

- Captain Joseph Fay Appointment
- Financial Approval Request for Studio Production Switcher

Comments from the public or others:

Remarks by the members



City of Nashua
**Cable Television
Advisory Board**



Adjournment



THE CITY OF NASHUA

"The Gate City"

To: Andrew Cernota, Chair, Cable Television Advisory Board (CTAB)

CC: Mayor Jim Donchess

Members of Cable Television Advisory Board

From: Jeff Poehnert, PEG Manager

Pete Johnson, Education Channel Access Administrator

Date: December 10, 2021

Re: City of Nashua PEG Program Report

The IT Division hereby submits the following status report of PEG Program activities during the month of November 2021.

FINANCIAL:

Budget - CTAB Financial Report for the month of November 2021 has been submitted.

Current balance of Operating account (2505) is **\$655,481.00**

Expenses for November 2021, including salaries and facility operations totaled **\$18,279.00**.

OPERATIONS:

Channel 16, 96, and 99 Broadcasts - 3451 cablecasts total September to November 2021

- 106 live events (Education99 = 52, Government16 = 54)
- 3345 Playbacks (Public96 = 1596, Educ.99 = 1081, Gov.16 = 668)
- 2757 Hours (Public96 = 932, Educ.99 = 1010, Gov.16 = 815)

Studio Production Switcher Replacement

The video production switcher in the Studio Control Room on Riverside Drive has been failing and shutting down in the middle of productions over the last several weeks. There is no rhyme nor reason as to when and why the unit fails. The current production switcher was bought as a Demo unit in late 2013. It is unknown when it actually went into service but could be as early as January 2013 when the product was introduced. These are high end computers that run on an enterprise version of the Windows operating system. Although we received software updates as they became available, the manufacturer stopped supporting the product several years ago and the version of windows it runs on will be unsupported by Microsoft shortly.

After our playback server, this is the most expensive single piece of equipment needed for our operation. The manufacturer is willing to take our old unit on trade for their current replacement product offering - a value of \$6,000. Requiring replacement at the same time would be two large monitors in the control room that are over 10 years old and are required for operation.

The distributor has advised us of a manufacturer price increase January 1, 2022 and can only guarantee pricing if ordered by the end on this calendar year. If we can order before the end of the year, we can save approximately **\$1,500**. We are looking for approval to replace our production switcher with a Newtek TriCaster 2 Elite with 2 Stripe Control Surface and associated accessories at a price not to exceed **\$34,000 from Account 22-2505-81100 Capital Improvements**.

NASHUA ETV Programming Accomplishments for Sept. 2021

9/ 1/21 - Recorded First day of School at Fairgrounds Middle School

9/ 8/21 - Provided LIVE coverage of Nashua North at Bishop Guertin Volleyball

9/ 9/21 - Provided LIVE Coverage of BG at Nashua South Girls Soccer

9/ 9/21 - Provided LIVE Coverage of BG at Nashua South Boys Soccer
9/10/21 - Recorded Public Health Matters show in Studio
9/10/21 - Provided LIVE Coverage of Merrimack at Nashua North Football
9/20/21 - Provided LIVE Coverage of North/South BoB Field Hockey
9/22/21 - Provided LIVE Coverage of North/South BoB Volleyball
9/23/21 - Provided LIVE Coverage of North/South BoB Girls Soccer
9/23/21 - Provided LIVE Coverage of North/South BoB Boys Soccer
9/24/21 - Provided LIVE Coverage of North/South Battle of the Bridge Football
9/24/21 - Recorded Public Health Matters show in Studio
9/25/21 - Provided LIVE Coverage of Merrimack at Bishop Guertin Football
9/29/21 - Provided LIVE Coverage of Nashua South at Bishop Guertin Volleyball

NASHUA ETV Programming Accomplishments for October 2021

10/ 1/21 - Provided LIVE coverage of BG at Nashua South Football
10/ 8/21 - Recorded Public Health Matters show in Studio
10/ 8/21 - Provided LIVE coverage of BG at Nashua North Football
10/ 9/21 - Recorded first 5 BOE Candidate interviews for eYe on Education
10/ 9/21 - Provided LIVE Coverage of Pinkerton at South Football
10/14/21 - Recorded final 6 BOE Candidate interviews for eYe on Education
10/20/21 - Recorded Public Health Matters show in Studio
10/22/21 - Provided LIVE coverage of Pinkerton at Bishop Guertin Football
10/28/21 - Provided LIVE coverage of Keene at BG playoff Volleyball
10/29/21 - Provided LIVE coverage of Portsmouth at North Playoff Boys Soccer
10/29/21 - Provided LIVE coverage of Exeter at South Playoff Boys Soccer

10/31/21 - Provided LIVE coverage of Alvirne at BG playoff Girls Soccer

NASHUA ETV Programming Accomplishments for Nov. 2021

11/ 1/21 - Provided LIVE coverage of North/South Boy Soccer Semi-Final

11/ 4/21 - Recorded Fairground MS Rededication Ceremony

11/ 5/21 - Recorded Public Health Matters in Studio

11/ 5/21 - Recorded Hanover vs South Boys Soccer NHIAA State Final

11/11/21 - Recorded Veterans Day Activities/Parade for replay

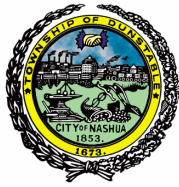
11/11/21 - Recorded Choose Love event at Elm Street Middle School

11/19/21 - Recorded Public Health Matters show in Studio

Nashua CTV received a total of 12 awards in the annual Alliance for Community Media Northeast Region Video Festival held November 11. 6 were awarded to Access Nashua, 4 to ETV and 2 were GTV entries. The event showcases the best in local PEG access programming in the New England states and New York. ETV received a FIRST Place award in the Single Camera Event category for our coverage of the 2020 FCBL Championship series game 3. We also receive a second place for Public Health Matters and a third place each for our coverage of the 2020 Boys Battle of the Bridge Boys Basketball game and our COVID program titled "Make It Labs-Fighting COVID one Face Shield at a Time"

Access Nashua Channel 96 –

Dick Gagnon will now provide a verbal report for the operation of the Public Access Channel.



CITY OF NASHUA, NEW HAMPSHIRE
SPECIAL REVENUE FUNDS
REVENUE AND EXPENSE DETAIL
FISCAL YEAR 2022
THROUGH NOVEMBER 30, 2021
PEG ACCESS CHANNELS FUND

2505 PEG ACCESS CHANNELS FUND		BUDGET	ENC/COMMIT	ACTUAL YEAR TO DATE	BALANCE
OPENING FUND BALANCE					
32000	RESERVED FOR ENCUMBRANCES	-	-	-	7,507.20
34900	FUND BALANCE	-	-	-	620,546.35
TOTAL	OPENING FUND BALANCE	\$-	\$-	\$-	\$628,053.55
REVENUE					
42576	CABLE TV FRANCHISE FEES	475,000.00	-	205,409.28	269,590.72
45999	MISCELLANEOUS REVENUE	1,000.00	-	-	1,000.00
48990	ACCUMULATED EARNINGS	461,996.00	-	-	461,996.00
TOTAL	REVENUE	\$937,996.00	\$-	\$205,409.28	\$732,586.72
EXPENSES					
51100	WAGES FULL TIME	132,930.00	-	56,162.65	76,767.35
51200	WAGES PART TIME	45,000.00	-	18,213.75	26,786.25
51990	YEAR END PAYROLL PARTIAL WEEK CHARG	-	-	(4,096.05)	4,096.05
52100	FICA/MEDICARE	13,612.00	-	5,332.65	8,279.35
52150	PENSION EXPENSE	19,875.00	-	7,896.41	11,978.59
52300	BENEFITS	31,599.00	-	13,310.33	18,288.67
53432	TRANSCRIPTION SERVICES	500.00	-	507.29	(7.29)
54100	ELECTRICITY	3,765.00	-	1,393.73	2,371.27
54114	HEATING GAS	500.00	-	37.36	462.64
54141	WATER	1,000.00	-	263.73	736.27
54280	BUILDING/GROUNDS MAINTENANCE	1,000.00	187.45	200.00	612.55
54487	EQUIPMENT REPAIRS & MAINTENANCE	23,377.20	-	5,877.20	17,500.00
55118	TELEPHONE-CELLULAR	1,200.00	-	500.00	700.00
55200	DUES AND MEMBERSHIPS	1,000.00	-	-	1,000.00
55300	TRAVEL	4,500.00	-	42.00	4,458.00
55400	CONFERENCES AND SEMINARS	3,500.00	-	-	3,500.00
55500	ADVERTISING	1.00	-	-	1.00
55607	POSTAGE & DELIVERY	60.00	-	-	60.00
55699	OTHER CONTRACTED SERVICES	150,195.00	1,792.76	47,070.08	101,332.16
61100	OFFICE SUPPLIES	3,200.00	28.87	1,522.49	1,648.64
61299	MISCELLANEOUS SUPPLIES	2,000.00	371.47	456.32	1,172.21
61428	CLEANING & JANITORIAL SUPPLIES	1,409.00	-	-	1,409.00
61830	SUBSCRIPTIONS	850.00	-	-	850.00
61910	MEALS - FUNCTIONS	300.00	-	-	300.00
71000	EQUIPMENT	4,000.00	17.99	859.20	3,122.81
81100	CAPITAL IMPROVEMENTS	500,130.00	1,330.00	18,703.38	480,096.62
TOTAL	EXPENSES	\$945,503.20	\$3,728.54	\$174,252.52	\$767,522.14
CLOSING FUND BALANCE					\$ 655,481.77



November 18, 2021

The Hon. Jim Donchess
Office of the Mayor
City of Nashua
229 Main Street
P. O. Box 2019
Nashua, NH 03061

RE: Important Information—Price Changes

Dear Mayor Donchess:

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. We are also focused on making our network stronger in order to meet our customers' current needs and future demands.

As we continue to invest in our network, products, and services, the cost of doing business rises. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2021, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

In addition to the price changes noted on the enclosed Customer Notice, customers subscribing to Performance Starter Internet at \$54.95, which is no longer available for new subscriptions, will receive additional notice of a price change to this service from \$54.95 to \$59.95 per month as part of the letter accompanying their Customer Notice.

Lastly, effective December 31, 2021, NBC Sports Network (NBCSN) will cease operations.

We know you may have questions about these changes. If I can be of any further assistance, please do not hesitate to contact me at Bryan_Christiansen@cable.comcast.com.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

Enclosure: Customer Notice

Important information regarding your Xfinity services and pricing

Effective December 20, 2021

Xfinity TV	Current	New
Broadcast TV Fee	\$19.45	\$24.95
Franchise Costs		
Concord	\$.33	\$.37
Hampstead	\$.95	\$1.01
Nashua	\$.15	\$.17
Pembroke	\$.12	\$.13
Plaistow	\$.71	\$.77
Seabrook	\$.24	\$.25
Regional Sports Fee	\$10.75	\$11.85
Choice TV Select	\$30.00	\$32.50
Choice TV Select - with TV Box	\$37.50	\$41.00
Entertainment	\$15.00	\$17.00
TV Box and Remote	\$7.50	\$8.50
TV Box	\$7.10	\$8.10
HD TV Box Limited Basic	\$7.10	\$8.10
HD TV Box and Remote Limited Basic	\$7.50	\$8.50
Service to Additional TV with TV Adapter	\$7.50	\$8.50

Xfinity Internet	Current	New
Performance - Xfinity Internet Service Only	\$80.95	\$83.95
Performance Pro - Xfinity Internet Service Only	\$95.95	\$98.95
Blast! - Xfinity Internet Service Only	\$100.95	\$103.95
Extreme Pro - Xfinity Internet Service Only	\$105.95	\$108.95
Gigabit - Xfinity Internet Service Only	\$110.95	\$113.95

Allentown, Concord, Exeter, Goffstown, Hampstead, Manchester, Nashua, Pembroke, Plaistow, Salem, Seabrook, Somersworth, Stratham, NH

87732000 (0810, 1260, 1290, 1370, 1380, 1500, 1550, 1580, 1610, 1620, 1630, 1800, 1820)

P457AL22

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES

In our effort to better assist our municipal customers, we are writing once again to provide you with the **emergency reporting procedures** for certain outside plant and service problems.

In the event any **municipal building** experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please follow the steps detailed below:

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES

*(Please note the XOC telephone number listed below **IS NOT** for public dissemination)*

- **STEP 1** Call **1-877-359-1821** (24/7 – XOC)
- **STEP 2** Select **Option # 1** - Municipalities, Utilities, Police & Fire
- **STEP 3** Prompted for Reason for call:
 - Option # 1 - Down Wires (will be prompted to enter zip code)
 - Option # 2 – Pole hits, pole transfers or all other Municipal Issues
- **STEP 4** Speak with Rep. and **obtain job reference #**

The above steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. **Once again, please note this telephone # IS NOT for public dissemination.**



City of Nashua
PEG Access Channel
Administrative Services Division
229 Main Street - Nashua, NH 03060

(603) 589-3300
Fax (603) 594-3434

To: Mayor Donchess
Finance Committee

Date: November 9, 2021

Re: Contract with Community Media Services Group LLC

In July of 2012, the City of Nashua entered into a contract with Community Media Services Group LLC to operate, manage and coordinate the use of the City's public access television channel. After the initial contract, the City has continued this relationship on an annual renewable 12 month term with increases of less than 10% per year,

At this time, we are initiating an RFP due to the length of time that has passed since the last formal contract was negotiated and to ensure good business practices are being followed. On November 8, 2021 the City issued a letter of termination to Community Media Services LLC on the current services. Administrative Services is working with the Cable Television Advisory committee to develop a new Request for Proposals with an updated Scope of Work. We expect this RFP to be issued within the next couple weeks.

We are requesting funding not to exceed \$92,000 to go through June 30, 2022 to ensure we have time for a complete RFP issuance/review/award, any contract negotiation and possible vendor transition.

The decision to move forward with a new Request for Proposal comes from a City ordinance requirement to put the business out for a RFP not out of a displeasure with the support and services of the current provider.

Kimberly Kleiner,
Administrative Services Director

Cc: K. Parkinson

Community Media Services Group, LLC

P.O. Box 10180
Bedford, NH 03110

Invoice

Date	Invoice #
10/12/2021	2086

Bill To
City of Nashua Attn: Accounts Payable P.O. Box 2019 229 Main Street Nashua, NH 03060

P.O. No.	Terms	Project
166331	Due on receipt	

Quantity	Description	Rate	Amount
1	Operation of Public Access TV channel for October 2021	11,500.00	11,500.00
Thank you for the confidence in taking care of the Public Access operations in Nashua		Total	\$11,500.00



City of Nashua
Purchasing Department
Administrative Services Division
229 Main Street - Nashua, NH 03060

(603) 589-3330
Fax (603) 594-3233

November 17, 2021
Memo #22-189

TO: Mayor Donchess
Finance Committee

SUBJECT: Public Access Television Operations & Management in the amount not to exceed \$92,000
funded from account PEG Fund 2505/55699 Other Contracted Services/Peg Fund 2505

Please see attached communications from Kimberly Kleiner, Director of Administrative Services, dated November 10, 2021 for project specific details related to this purchase. Below please find a summary of the purchase approval request:

Item: Month to month continuation of current CTV operator services. RFP is to be issued in November 2021 for this service and this would fund the current provider until the RFP process has completed and a new contract is in place.

Value: not to exceed \$92,000

Vendor: Community Media Services Group

Department: 122 Information Technology

Source Fund: PEG Fund 2505/55699 Other Contracted Services

Ordinance: Pursuant to § 5-84 Special purchase procedures. A/(7) Purchases under extensions of contracts when no price increase exceeds 10% per year

The Administrative Services Division: Information Technology and the Purchasing Department respectfully request your approval of this contract.

Regards,

Kelly Parkinson
Purchasing Manager

Cc: K Kleiner
J Graziano



November 23, 2021

The Hon. Jim Donchess
Office of the Mayor
City of Nashua
229 Main Street
P. O. Box 2019
Nashua, NH 03061

Re: Programming Advisory

Dear Mayor Donchess:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that effective December 17, 2021, Fuse HD will be added to Digital Preferred Tier channel 1414, and FM HD will be added to More Sports & Entertainment Package channel 1638.

HD Technology Fee and IP-capable equipment are required to view the channels. A limited number of customers may still have older devices that do not support these channels and will not be able to view them until the devices are replaced.

Customers are receiving notice of these channel additions in their bill. Please feel free to contact me at Bryan_Christiansen@comcast.com should you have any questions.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs



November 23, 2021

Mr. Bruce Codagnone
CIO/IT Director
City of Nashua
229 Main Street
Nashua, NH 03061

Re: Programming Advisory

Dear Mr. Codagnone:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that effective December 17, 2021, Fuse HD will be added to Digital Preferred Tier channel 1414, and FM HD will be added to More Sports & Entertainment Package channel 1638.

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Customers are receiving notice of these channel additions in their bill. Please feel free to contact me at Bryan_Christiansen@cable.comcast.com should you have any questions.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs

Good morning,

Please replace Dan Mederos with Captain Fay on the CTAB email distribution.

Captain Joseph Fay
Nashua Police Department
Services Bureau
28 Officer James Roche Drive
Nashua, NH 03062
(603) 594-3540
fayj@nashuapd.com