

CABLE TELEVISION ADVISORY BOARD

9/10/2021

A meeting of the Cable Television Advisory Board was held September 10, 2021 at 8:30 a.m. in the Aldermanic Chamber and via Zoom.

Members of Committee present: Andrew Cernota, Chairman
Lauren Byers, Public Works Designee
Kim Kleiner, Director of Administrative Services
Cheryl Lindner, Chief of Staff
Jennifer McCormack, Library Director
Capt. Nuverez (recording garbled)
Nick Misevitch, IT
Brian Rhodes, Nashua Fire Chief
Greg Rodriguez, Education IT *(left early)*
Steve Bolton, Corporation Counsel

Members of the Committee absent: Alderman Ernest Jette
Justin Chapman
Daniel Maderos
Justin Kates
Cole Morgan

Also present: Jeff Poehnert, PEG Program Manager
Pete Johnson, Education Channel Access Administrator
Dick Gagnon, Nashua CTV

COMMENTS FROM THE PUBLIC

None

APPROVAL OF MINUTES

June 11, 2021

MOTION by [UNKNOWN] to accept and place the minutes on file, as written

SECONDED by [UNKNOWN]

MOTION CARRIED UNANIMOUSLY

COMMUNICATIONS

- Email from Division of Public Works appointing Lauren Byers as representative
- Email from Keith Richard, Nashua North High School re: coverage of graduation

MOTION by Chief Rhodes to accept and place on file all communications

SECONDED by [UNKNOWN]

MOTION CARRIED UNANIMOUSLY

PEG MANAGER'S REPORT

Jeff Poehnert, PEG Program Manager

Mr. Poehnert said their current balance of operating account 2505 is \$655,925.16. Their expense for August 2021 totaled \$35,082.00, including salaries, operations, and a \$14,000 contractor payment. They had a total of 18,028 cablecasts, 41 of which were live, which broke down to Education-99/19 and Government-16/22. They had 1,787 playbacks, which broke down to Public 96-846, Education 99-547, and Government 16-394.

Mr. Poehnert addressed potential changes to public access tv content. Community Media Service Group LLC has been the contractor providing operations of public access tv for more than 10 years. The contractor is looking to change some of the contract language, including the business name, to be more aligned with their current channel name, Access Nashua. It was suggested to shift some of their annual funding back to the city and create a new city position of studio coordinator that would work for all channels.

Mr. Poehnert said Dan Young has been the part-time creative director for Access Nashua for a number of years and works for the city on an hourly basis creating in-studio content for both the city and educational channels. They have several letters of recommendation for creating a full-time position, including letters of praise for Mr. Young. They will be looking to discuss the potential changes, answer any questions, and look for CTAB's approval.

Mr. Poehnert said they have the upcoming financial request for a new Public Works facility. The plans call for a large conference room to hold Board meetings and other meetings. Public Works has asked them to be a part of the process so that they can broadcast meetings to a wider audience. We have stipulated that PEG's role would have to be clearly defined. Whatever is needed to build and equip this area would be the responsibility of Public Works. Whatever equipment is required to extend the event would be PEG's expense. The conference room must be made available for other events. They will update CTAB regularly, culminating in a future fund approval. If Public Works decides they want the conference room solely for their use or is not financially involved, PEG will provide them with a videographer to cover their required meetings.

Mr. Poehnert said the drives they use for current projects and archival storage have had a catastrophic failure. This has put them at a standstill for operations. In their search for emergency replacements, they have two criteria. One is more storage space, and a second mirror arrangement at a separate location. Although this will double the size of the system without affecting its capacity, this redundancy will ensure that such an operations failure doesn't happen again. To purchase and install this system, they ask for CTAB's approval in an amount not to exceed \$19,000.00.

Mr. Poehnert said they would like to discuss and tentatively agree on a franchise and renewal public hearing schedule.

ACCESS NASHUA REPORT

Pete Johnson, Echannel Access Administrator

Mr. Johnson gave a report of the Nashua CTV accomplishments for July-August. July 8th, July 21st, July 30th, they broadcasted Nashua Silver Knights Baseball Game live at Holman Stadium. July 16th, July 29th, August 11th, August 27th, they recorded public health matters shows. August 26th, they did live coverage of the Joint School Building Committee. August 30th, they recorded a tour of the newly renovated Fairgrounds School. Since September they have recorded the first day of school for returning 7th and 8th graders, and started the fall sports programming.

Mr. Johnson said they received a letter from the principal at Nashua South saying that he had received several emails of praise for their high school graduation live coverage. He read one of the letters into the record.

Dick Gagnon, CTV

Mr. Gagnon said Access Nashua celebrated its tenth year in existence on July 1st. They are still going strong despite Covid. They have a new show to keep Nashua informed, as well as a backlog of four potential new shows for people who want to start producing their own show.

COMMITTEE REPORTS

Kim Kleiner, Director of Administrative Services

Ms. Kleiner said they had an Education committee meeting August 10th via Zoom. They discussed a lot of upcoming programming. Topics discussed suggestions for education shows, how they were going to deal with the new middle school, and how to notify parents on Covid. They will be having another meeting on Tuesday, September 14th.

OLD BUSINESS

None

NEW BUSINESS

Potential Public Access Contract Changes

Mr. Cernota asked Mr. Gagnon to describe the changes he would like to make to his contract.

Mr. Gagnon said they celebrated their tenth year, and the contract they are running under is 9 years old. The proposed changes are highlighted in red in their packets. One of the reasons he is proposing it is to better align their company so that it can continue on easily when he retires, to his successor. He put out a contract revision page, which shows a list of what was changed.

Mr. Gagnon said one of the more important changes is the removal of the Access Nashua Advisory board, which was set up originally to give them input on how to run the station.

Mr. Cernota said he believes the Committee members do not have a physical copy to review.

Ms. Kleiner said there was an email sent out. They felt they needed to give the Board more than a

week to review the contract, and that the materials would be included with the agenda. She apologized that it was not included in their packet Friday. Since then there has been a number of concerns regarding some of the contract changes. One that has been brought to her attention is that Human Resources has some questions on the new position and being bound by this contract; she recommends that they be handled separately.

Ms. Kleiner said that since people don't have the contract in front of them, she asks that they table this matter to another meeting and not leave it for the quarterly meeting.

Mr. Cernota agreed. When Access Nashua was created and decided to operate under a contract, that was the product of months, if not years of discussion. A change that impacts aspects of that merits its own separate discussion and consideration of the structure of the whole contract itself.

Ms. Kleiner said one of the reasons they asked Corporation Counsel to be here was to give advice on if this did change any ordinances created as part of the original legislation and advise on other issues. But she thinks this is a discussion that warrants its own meeting.

Mr. Gagnon said he's not sure if they think the changes to the contract change anything having to do with Access Nashua being a subcontractor, which it doesn't change. They would still be a subcontractor. Concerning the change of position, the way it affects Access Nashua is that their budget would be reduced in order to cover for 80% of the new position. He agrees they should keep the two totally separate. He would appreciate scheduling a meeting in one month for the contract, so they have time to review.

Ms. Kleiner recommended that they select a date once they reach out to all the Board members.

MOTION by [UNKNOWN] to schedule a special meeting, date to be determined

SECONDED by NONE

MOTION CARRIED UNANIMOUSLY

Public Works Facility Approval

Mr. Poehnert said they don't have an actionable request yet, this is heads up that something will be coming.

Ms. Kleiner suggested they invite Economic Development Director Tim Cummings and Public Works Director Lisa Fateaux so that they can give the Committee more detail and clarify what the price would be on that type of project.

Mr. Cernota agreed.

Financial Request for New Storage Drives

MOTION by [UNKNOWN] to approve replacement of storage drives, not to exceed \$19,000.00

SECONDED by [UNKNOWN]

Mr. Miseivitch said it's the entire storage area network unit that failed, not the individual drives. They believe the drives are still working, and the vendor has indicated if they remove the drives and put them in a new unit, there's a good chance they can recover the data. In addition, the television staff requested an increase of storage to double, 8 Tb drives. This will give them 55 Tb of storage to use for productions, footage, etc. As part of this request they are requesting a second unit for replication, so if they have a hardware failure down the road they will not have an outage.

[Unknown] asked if it is possible to have that at a separate facility, so that if there is a fire they don't lose everything.

Mr. Miseivitch said it can be at an alternate location. They can discuss that when the time comes, because that might be a disaster recovery site.

MOTION CARRIED UNANIMOUSLY

Franchise Renewal Public Hearing Meeting Schedule

Ms. Kleiner said they originally looked at having a public hearing last night. There is a requirement for public hearings to put it in the newspaper, which brings challenges when the paper doesn't print every day and that some members couldn't be present. They felt that it would be best to delay the hearing and have the Board look at another date. She suggests they have time for a 2-3 week notice, at least 10 days from newspaper print, and make sure that Ald. Jette and others are able to attend. They touched base with Mr. Christenson at Comcast to see if they have developed Comcast's position yet, and they have not. She suggests they work with the Mayor's office and the Aldermanic liaison to schedule a date.

DISCUSSION ITEMS

Mr. Gagnon asked if there is any reason the new position cannot be discussed at this time. It has nothing to do with the contract because the contract doesn't state a dollar amount.

Ms. Kleiner said currently they are operating month to month, based on the old expired contract. She would not want to have a conversation about the city changing its budget and other legislation without being able to discuss what that contract revision would look like. Otherwise they are talking about expending funds from the current budget based on the old contract.

Mr. Cernota said the contract isn't just the financial aspect, it's scope of work. This might impact the scope of work. The discussion should happen at the same time.

MOTION by [UNKNOWN] to adjourn

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at approximately 9:07 a.m.

Committee Clerk