

City of Nashua

CABLE TELEVISION ADVISORY BOARD (CTAB)

POLICIES & PROCEDURES MANUAL

Resolution R-06-54

Adopted

**Board of Aldermen
and the
Mayor of Nashua**

13 June 2006

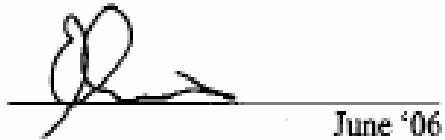
**CABLE TELEVISION ADVISORY BOARD
(CTAB)**

POLICIES & PROCEDURES MANUAL

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June '06

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INTRODUCTION

This version of the Cable Television Advisory Board (CTAB) Policies and Procedures Manual represents a major revision of the 2003 version.

This revision follows the renewal of the Cable Television Franchise Agreement between the City of Nashua and Comcast, executed on 1 October 2005. This Franchise Agreement adds two community access channels to the current single access channel, for a total lineup of three access channels: Government (G), Educational (E) and Public (P).

The Franchise Agreement provides for 1% of the franchise fees to be specifically dedicated to government and educational access channels, in addition to the 3% of the franchise fees that accrue into the city's general revenue fund.

The Franchise Agreement also allocates a single lump-sum contribution dedicated specifically for equipment and facilities for the government and educational access channels. Operation and facilities and equipment funding for the Public access channel must be appropriated by the city from the 3% general revenue franchise fees received from Comcast.

This document describes the CTAB operations, the PEG management structure, purchase and contract procedures, staffing and funding to operate the three community access channels.

This revision was approved by CTAB on 14 April 2006 and adopted by the Board of Aldermen and the Mayor of Nashua on 13 June 2006.

CABLE TELEVISION ADVISORY BOARD

Policies & Procedures Manual

1.0 Background

When a community negotiates a regulated and non-competitive franchise agreement with their local cable provider, under FCC rules the community can require channel space reserved for local public, educational and government television as well as franchise fees and equipment to operate them. This is considered to be a payment for the public right-of-way that the cable company uses when it installs the cable lines throughout the community. The number of channels and the franchise fees vary amongst communities and are based on local preferences.

These community access channels shall continue to be owned by the cable television provider but managed and operated by the city of Nashua, the franchising authority, in accordance with applicable state and federal law.

Franchise fees are negotiated and range from zero to 5% (the maximum allowed by the FCC). Equipment grants can also be negotiated and vary greatly from community to community.

Nashua has executed a renewed franchise agreement pursuant to NH State Law RSA 53-C "*Franchising And Regulation Of Cable Television Systems By Cities And Towns*" with its municipal cable television provider "Comcast of Massachusetts/New Hampshire/Ohio, Inc." (Comcast) titled, "Cable Television Renewal Franchise" on 1 October 2005.

1.1 Community Access Channels*

Community access channels consist of three types of channels, commonly referred to as "PEG" Access Channels. These are video channels which the Franchisee (Comcast) shall make available to the Franchising Authority (City of Nashua), without charge, for the purpose of transmitting non-commercial programming by city departments and agencies, public schools, educational, institutional and similar organizations and members of the public.

- Government Access Channel. A specific channel on the cable system made available by the Franchisee (Comcast) to the Franchising Authority (City of Nashua) to present non-commercial programming and/or information to the public. The "G" channel will be operated by the City of Nashua to show gavel-to-gavel coverage of government meetings. These meetings may also be taped and replayed. Programs may also be produced about the government and its projects on these channels. Training programs for government emergency services may be shown on this channel. Appendix A contains examples of programs that will be cablecast on the G channel.

* These definitions conform with the Cable Television Renewal Franchise executed 1 October 2005.

- Educational Access Channel. A specific channel on the cable system made available by the Franchisee (Comcast) to educational institutions and/or educators wishing to present non-commercial educational programming and/or information to the public. Appendix B contains examples of programs that will be cablecast on the “E” channel. Both public and private schools can participate on the E channel.
- Public Access Channel. A specific channel on the cable system made available by the Franchisee (Comcast) for the use of Nashua residents and/or organizations wishing to present non-commercial programming and/or information to the public. Public access is defined as that the segment of community access television whereby citizens have access to cable television channel(s) for individual expression of ideas as protected by the First Amendment of the United States. The “P” channel will be used by community citizens to televise whatever programs they create or sponsor.

1.2 Staffing

Nashua intends to employ paid staff to supervise and assist in the production of all PEG programming. Assistance to produce programs for the PEG channels are provided by community volunteers and program contributors. Paragraph 7.0 provides details.

1.3 Rules

In accordance with applicable franchise agreements, local franchising authorities or cable operators may adopt on their own, non-content-based rules governing the use of PEG channels. For example:

- Rules may be adopted for allocating time among competing applicants on a reasonable basis other than the content of their programming.
- Minimum production standards may be required.
- Users may be required to undergo training.

1.4 Emergency Override/Emergency Management

In Nashua P, E and G programming may separately or together be interrupted at any time for purpose of cablecasting emergency service bulletins and programs by government public service agencies and departments, in the interest of public health and safety.

P, E and G channels may also separately or together cablecast any emergency service bulletins and programs by government public service agencies and departments, in the interest of public health and safety.

1.5 References

- (1) Nashua Revised Ordinances (NRO) Section 2-108
- (2) Cable Television Renewal Franchise, Nashua and Comcast, 1 October ‘05
- (3) Mason’s Manual of Legislative Procedure, current edition
- (4) The Cable Communications Act Of 1984, Public Law 98-549 - October 30, 1984

2.0 Cable Television Advisory Board (CTAB)

The Cable Television Advisory Board (CTAB) reports to the mayor and the board of aldermen. CTAB is legislatively established under Nashua Revised Ordinances (NRO) Section 2-108. CTAB will oversee all Public, Educational and Government (PEG) Access Channel facilities, operations, programming and funding.

The organization, functions and responsibilities are assigned to CTAB pursuant to NRO 2-108 (see Appendix F).

2.1. Chairman

The CTAB chairman shall be elected from the membership on the first meeting following 1 January of each calendar year, and serve for a term of one (1) year.

The chairman shall be elected by the membership following nominations by the membership.

The chairman may make appointments to subcommittees as necessary, subject to board approval.

The chairman shall convene and preside over meetings, prepare agendas in consultation with the PEG Program Director, serve as the spokesperson for the board, see that resolutions, policies, procedures, and orders of the board are implemented, execute all documents on behalf of the board, and undertake such other duties as may be assigned by the board.

2.2 Vice-Chairman

The CTAB vice-chairman shall be elected from the membership on the first meeting following 1 January of each calendar year, and serve for a term of one (1) year, co-terminus with the chairman.

The vice-chairman shall be elected by the membership following nominations by the membership.

The vice-chairman shall perform such duties as the chairman and membership direct and shall perform the duties of the chairman in his/her absence or disability.

2.3 Clerk

The clerk shall serve notice of meetings of the Board, record the votes and minutes of the meetings of the Board and distribute them to the members and others as appropriate. The clerk shall keep records of all correspondence of the Board and perform other duties as directed by the chairman and the Board.

3.0 Bylaws

3.1 Roll Call

A roll call shall be recorded at the beginning of every meeting. A quorum shall consist of a majority of the fourteen members, minus vacancies. (For example, a quorum of 14 members with 3 vacancies consists of six members). No meeting shall convene unless a quorum is present.

3.2 Recordings

All meetings shall be recorded on audiotape.

3.3 Minutes

Minutes shall be published that reflect a coherent summary of the discussion and record all votes and decisions during the meeting, but need not be a verbatim transcription.

3.4 Motions

The CTAB parliamentary rules of procedure shall comply with Mason's Manual of Legislative Procedure, The American Society of Legislative Clerks and Secretaries, current edition.

- (a) Each motion shall be reduced to writing if the chairman so directs.
- (b) When a question is under debate, the following motions may be received:
 - (1) Adjourn;
 - (2) Lay on the table;
 - (3) Previous question;
 - (4) Postpone to a certain time;
 - (5) Commit or refer;
 - (6) Amend;
 - (7) Lay on the table;
 - (8) Previous question;
 - (9) Postpone to a certain time;
 - (10) Commit or refer;
 - (11) Amend;
 - (12) Postpone indefinitely;
- (c) The following motions shall be decided without debate:
 - (1) Adjourn;
 - (2) Lay on the table;
 - (3) Take from the table

3.5 Disposition of Questions.

After a question is stated or read by the chair, it shall be deemed in the possession of the members and shall be disposed of by vote. However, the mover may withdraw a question at any time before amendment or decision.

3.6 Votes

All questions shall be put by the chairman and each member shall be required to vote thereon by signifying an assent or dissent by announcing yea or nay. If the chairman doubts, or a division is called for, the members shall divide, and the chairman shall then state the decision of the members.

On request of any member, the yeas and nays on any question shall be taken and recorded in the minutes.

3.7 Abstention

A member may abstain from voting only if he declares a conflict of interest or potential conflict of interest relative to the question being voted on. In such case the member shall be considered absent for the purpose of disposition of the question. The member shall declare his/her intention to abstain prior to the vote, and his/her reason for abstaining shall be entered in the minutes.

3.8 Reconsideration of Votes

No vote shall be reconsidered by the members unless a member who voted with the majority makes the motion for reconsideration and such motion is made at the same or at the next regular meeting of the membership. The provisions of this section may not be suspended under section 3.10

3.9 Suspension of the Rules

Rules may be suspended by 2/3 affirmative vote of members present and voting.

3.10 Order of Business

- (1) Reading of minutes of previous meeting (by title only) and public hearings
- (2) Written communications (by title only)
- (3) Business unfinished at the previous meeting
- (4) New business, which may be introduced by any member
- (5) Comments from the public or others
- (6) Remarks by the members

The order of business may be changed by the committee chairman or by affirmative vote following a motion by any member.

3.11 Special Meeting

The chairman may call a special meeting as he sees necessary, as well as at the request of five (5) members. Public notice of special meetings shall meet requirements of RSA 91-A.

4.0 Management Model

Appendix E illustrates the organization in support of the management model herein described.

4.1 Government Access Channel

One channel shall be full-time devoted to government access programming, as defined in paragraph 1.1. Channel 16 has over the past decade served as the G channel for Nashua. Appendix A contains examples of programs that will be cablecast on the G channel.

The G channel will be under direct management of the PEG Program Director, who directs its daily operations subject to the Nashua Revised Ordinances (see paragraph 7.1).

One Comcast cable channel shall serve as the G channel for Nashua. Comcast reserves the right to reassign this channel in its channel lineup.

4.2 Educational Access Channel

One channel shall be full-time devoted to educational access programming, as defined in paragraph 1.1. Appendix B contains examples of programs that will be cablecast on the E channel. Both public and non-public schools will participate on the E channel.

The E Channel will have its day-to-day operations managed by the Education Channel Access Manager (see paragraph 7.2). The Access Manager will have daily operational responsibility for making sure the E Channel runs according to a program guide that has been established, and will coordinate and manage all content acquisition. Appendix B lists examples of the programs that can be cablecast on the E channel.

The Access Manager will report administratively to the PEG Program Director, and operationally to the E Channel Committee chaired by the Superintendent of Schools, or his/her designate (see paragraph 7.2).

One dedicated Comcast cable channel shall serve as the E channel for Nashua. Comcast reserves the right to reassign this channel in its channel lineup.

4.3 Public Access Channel

One channel shall be full-time devoted to public access programming, as defined in paragraph 1.1.

Nashua intends to operate its P channel through an independently contracted non-profit corporation. CTAB will arrange for a contract with an Independent Contractor via the procurement process described in paragraph 6.0.

The Independent Contractor (see paragraph 7.3) will define and execute operational, technical, training and maintenance responsibilities for operating the P channel.

One dedicated Comcast cable channel shall serve as the P channel for Nashua. Comcast reserves the right to reassign this channel in its channel lineup.

5.0 Funding

All funding is subject to appropriation by the board of aldermen (see Appendix G)

5.1 Special Revenue Accounts for Fundraising

Special Revenue Accounts may be established to capture contributions and donations from fundraising activities for the G, E and P channels, respectively.

5.2 Financial Reporting

Financial reports of the funds collected, expended and remaining in these several accounts will be reported to CTAB. Below are example formats for these reports.

Example Quarterly Financial Report
Quarter _____ FY_____

GENERAL FUND REVENUES			
Account 499-179			
QTR	1% Comcast Payment	3% Comcast Payment	TOTAL Paid by Comcast
1			
2			
3			
4			

Example Monthly Expenditures Report

Month _____ FY _____

EDUCATION and GOVERNMENT CHANNEL SERVICES Account 305-6013			
	MONTH	YTD	REMAINING
PEG Program Director (E/G)			
Access Manager (E)			
Videographers (E/G)			
Other			
TOTAL			

EDUCATION and GOVERNMENT CHANNEL EQUIPMENT/FACILITIES Account 305-6012			
	MONTH	YTD	REMAINING
TOTAL			

CTAB - TECHNICAL SERVICES Account 505-81034			
	MONTH	YTD	REMAINING
PEG Program Director (P)			
Independent Contractor (P)			
Videographers (P)			
CTAB			
Other			
TOTAL			

EXPENSE SUMMARY		
	Month	YTD
PEG Program Director (PEG)		
Access Manager (E)		
Independent Contractor (P)		
Videographers (PEG)		
CTAB		
Other		
TOTAL		

6.0 Purchasing

All purchasing shall follow the regulations of Nashua Revised Ordinances (NRO) Sections 2-237 through 2-256. The PEG Program Director shall prepare all specifications and/or requests for qualifications required in the process.

All purchases (except expense report purchases) shall be recommended by the PEG Program Director, approved by CTAB (except emergency purchases), approved by the mayor or his/her designee, and then submitted to the purchasing manager.

6.1 Expense Report Purchases

The PEG Program Director and the Access Manager shall be allowed to purchase minor cost items not to exceed fifty dollars (\$50), the city's petty cash limit, without prior approval for supplies such as video tapes and cables, for purpose to keep P and E cablecasts from unnecessary interruption. Such expenses will be reimbursed following submittal of a petty cash reimbursement request.

6.2 Small Purchases.

Requirements for purchases up to one thousand dollars (\$1,000) shall be initiated and justified by the PEG Program Director, then submitted to the mayor or his/her designee for approval.

6.3 Emergency Purchases

The CTAB chairman shall be authorized to approve expedited expenditures for emergency purposes upon the recommendation of the PEG Program Director but without prior approval by CTAB, subject to approval by the mayor or his/her designee, subject to the purchasing regulations described in paragraph 6.0 and subject to requirements of the Nashua Revised Ordinances for approval by the aldermanic finance committee. Such expenditures shall be fully disclosed to CTAB at its next regular or special meeting.

6.4 Professional Services.

The purchasing manager, with recommendation by the PEG Program Director and with approval from CTAB and the mayor or his/her designee (and with advise by the E Channel Committee in hiring the Education Channel Access Manager) shall award any contract for professional services in conformance with NRO Section 2-248.

7.0 Staffing

Appendix E illustrates the management organizational structure for operating the PEG community access channels in Nashua.

All staff and contract positions described under paragraphs 7.1 through 7.4 shall be contracted to the city under a Professional Services Agreement. These contracts shall contain language that permit the contract agreement to be terminated at any time by the mayor and compensate the contractor for all services up to that date. All professional services, for purpose of daily supervision, shall fall under the guidance of IRS Form 1099

7.1 PEG Program Director

The PEG Program Director shall be employed under a professional services contract. The PEG Program Director reports administratively to the mayor or his/her designee. The major part of the PEG Program Director's time will be charged to operating the G and E channels, with less time charged to the P channels.

The CATV PEG Program Director is functionally accountable to CTAB, but can be terminated by the mayor according to terms of his/her employment agreement.

The PEG Program Director shall have a background in television broadcast management, production and operations and have experience as a videographer.

The PEG Program Director is responsible for the overall management of all Nashua community access television operations, which include recommending on all equipment to be purchased and aiding the purchase process through city procurement.

The PEG Program Director shall have daily operational responsibility for the G channel, have administrative responsibility for the E channel, and have oversight responsibility for the P channel (see Appendix E)

For the Government (G) Access Channel the PEG Program Director shall coordinate and assign the TV taping and playing schedule, subject to the provisions of the Nashua Revised Ordinances. In addition, the PEG Program Director or his/her designee shall be responsible for securing and scheduling equipment operators for cablecasting, recording and replay tasks. All events scheduled for the G channel shall be checked by the PEG Program Director to insure compliance with FCC regulations and guidelines. If necessary the PEG Program Director will consult with the CTAB Corporation Counsel representative concerning compliance of program content with FCC regulation

For the Educational (E) Access Channel the PEG Program Director directly interfaces with the Access Manager in an administrative (but not daily operational) capacity for all E-Channel operations, including equipment purchases thereto related.

For the Public (P) Access Channel the PEG Program Director helps select the Independent Contractor and thereafter directly interfaces with the Independent Contractor

in an executive oversight (but not daily operational) capacity for all P-Channel operations, including equipment purchases thereto related.

The PEG Program Director is responsible for drafting and maintaining the Operations Manual for the G channel.

The PEG Program Director is also responsible for promoting Nashua CATV by working with city government departments, other government organizations and city residents to use the G channel for government programming.

The PEG Program Director will attend all CTAB meetings and serve as its technical adviser. In addition, the PEG Program Director shall prepare monthly reports for CTAB, including budget status, operational concerns, and the programming schedules.

7.2 Education Channel Access Manager

The Education Channel Access Manager shall be employed under a professional services contract prepared and approved in accordance with paragraph 6.4. The Access Manager's time will exclusively be charged to operating the E channel.

The Access Manager shall have a background in television cablecast management, production and operations and have experience as a videographer. In addition the Access manager shall have a background in education.

The Access Manager has supervisory responsibility for daily operations of the E channel, and performs the same operational functions for the E channel that the Program Manager performs for the G channel.

The Access Manager will have daily operational responsibility for ensuring that the E Channel runs according to a program guide that has been established. This includes the responsibility to coordinate the acquisition of all taped content, the coordination of all live cablecasts, and the coordination and scheduling of all videographers.

The Superintendent of Schools or his/her designee will chair an E Channel Committee, which will determine the content to be aired on the E channel and its program guide. This committee will be made up of interested parties from within the Nashua School District and from other private educational institutions within in the city, at their request. These responsibilities include coordinating non-public school programming and public educational programming not directly associated with the public school system.

The E Channel Committee shall advise on the hiring of the Access Manager.

The E Channel Committee through its designee will work with the Access Manager to determine the desired programming. The Access Manager will work with content providers outside of the Nashua School District to provide them the means to deliver pre-recorded content and make it part of the weekly program schedule.

The Access Manager will be responsible for securing and scheduling equipment operators for cablecasting, recording and replay tasks. All events scheduled for the E

channel shall be checked by the Access Manager to insure compliance with the E Channel Committee guidelines and FCC regulations. If necessary the Access Manager shall consult with the PEG Program Director and the CTAB Corporation Counsel representative concerning compliance of program content with committee guidelines and FCC regulations.

The Access Manager reports administratively to the PEG Program Director concerning recommendations and approval of facilities and purchase requests for the E channel before submitting these to CTAB for approval.

The Access Manager is responsible for drafting and maintaining the Operations Manual for the E channel.

The Access Manager is also responsible for promoting Nashua CATV by working with public and non-public schools, educational organizations and city residents to use the E channel for educational programming.

7.3 Independent Contractor

The Independent Contractor shall be employed under a professional services contract, prepared and approved in accordance with paragraph 6.4. The Independent Contractor's time and material charges shall be exclusively charged to operating the P channels.

The Independent Contractor shall be under executive oversight of the PEG Program Director. However, the PEG Program Director shall not direct its daily operation. The Independent Contractor reports to CTAB during its monthly meetings.

The Independent Contractor shall supply all personnel, equipment and services to conduct daily management and operation of the P channel. The Independent Contractor shall provide its own studio facilities (not located within City Hall or public school buildings) subject to being provided access to the municipal CATV headend system at a location arranged with Comcast.

The Independent Contractor shall develop, promote and facilitate access, equipment and training for Nashua residents to create television programs and have those programs televised on the P channel. The Independent Contractor shall review all programs before cablecast to ensure compliance with its approved procedures and, if applicable, are assigned restricted cablecast times.

The Independent Contractor shall provide for insurance against loss or damage of equipment loaned to Nashua residents to create program content.

The Independent Contractor shall draft and enforce procedures to provide legal protection for the government and citizens of Nashua. All events scheduled for the P channel shall be checked by the Independent Contractor to insure compliance with FCC regulations and guidelines, using independent counsel.

The Independent Contractor shall also draft and maintain the Operations Manual for the P Channel.

The Independent Contractor shall submit recommendations to the PEG Program Director concerning purchases for facilities and equipment for the P channel before submitting these to CTAB for approval.

The Independent Contractor is also responsible for promoting Nashua CATV by working with city residents to use the P channel for public programming.

7.4 Videographers

Videographers shall be employed under a professional services contract, prepared and approved in accordance with paragraph 6.4.

The videographers shall have completed a certified course of media instruction at a technical institute or equivalent. In lieu of such training the videographer shall have demonstrated experience of television camera operation and production and programming.

The videographer shall be able to demonstrate the principles of video camera and recorder functions, lighting instruments, sound reinforcement equipment as well as fundamental camera moves. They shall understand basic video editing character generation, and computerized video server operations. Preferably, the videographer shall have TV studio experience, operating multiple cameras from a central location.

The videographer will report to the PEG Program Director for G channel camera operations, to the Access Manager for E channel camera operations and to the Independent Contractor for P channel camera operations. The videographer's time will be charged to operating the G and E and P channels, as applicable (see Appendix G).

8.0 Operations Manual

Appendix D contains a sample Table of Contents for the Operations Manual for the access channels. This manual shall be developed and maintained by the PEG Program Director for the G channel, by the Access Manager for the E channel and by the Independent Contractor for the P channel, and approved by CTAB. Each manual shall include references to design documentation and equipment specifications for the design, installation, training and maintenance of the respective access channel.

9.0 Contacts

- (1) CTAB Home Page Address: <http://www.ci.nashua.nh.us/>
- (2) Comcast Home Page Address: <http://www.comcast.com>
- (3) Schedules: <http://www.ci.nashua.nh.us/>

10. Amendments

The bylaws of in Section 3 may be amended by an affirmative vote of two-thirds of the members of CTAB entitled to vote. All other sections are binding until modified by action of the board of aldermen.

Appendix A

Government Access Channel Programs

Government access television serves as an impartial, objective, noncommercial, community resource to increase citizens awareness and understanding of municipal government and to encourage citizen participation in the process of democracy at the local level by televising the conduct of public business by government bodies:

Examples of government access programs are:

- Board of aldermen, planning board, and zoning board of adjustment meetings.
- Informational programs by either city officials or employees relating to their respective departments.
- Programming by government agencies that are determined to be of interest to local citizens.
- Training programs by and for government public safety organizations (e.g. state and local police, fire/rescue and FEMA)
- Municipal primary and election coverage, city sponsored events, which include cultural and economic development programs.
- Programs produced in conjunction with the health, airport, highway, fire and rescue, police and other city agencies.
- Programs produced by the US Military, US Center for Disease Control Environmental Protection Agency and Homeland Security.

The government access channel shall not cablecast programs which are sponsored by individuals, private organizations or non-governmental entities; or programs which provide political commentary or opinions rendered other than during the conduct of official business by a governmental body.

The government access channel shall not cablecast political advertising nor interview or present political parties or candidates for public office advocating or promoting their candidacy for elected or appointed political office, nor promote or oppose ballot issues by supporting groups or lobbying organizations.

No payment shall be solicited or accepted for any cablecast on the government access channel.

On-air and off-air fundraising exclusively to benefit the government access channel but not associated with any particular program or commercial enterprise shall be permitted, provided revenues collected shall accrue to a Special Revenues Account specifically dedicated to the operation of the government access channel.

Appendix B

Educational Access Channel Programs*

Educational access television works directly with the local public and private schools to inform, highlight and educate citizens of local school programs, events and goals, as well as to provide educational opportunities for students in communications.

The educational access channel shall not cablecast political advertising nor interview or present political parties or candidates for public office advocating or promoting their candidacy for elected or appointed political office, nor promote or oppose ballot issues by supporting groups or lobbying organizations.

No payment shall be solicited or accepted for any cablecast on the educational access channel.

On-air and off-air fundraising exclusively to benefit the educational access channel but not associated with any particular program or commercial enterprise shall be permitted, provided revenues collected shall accrue to a Special Revenues Account specifically dedicated to the operation of the educational access channel.

Furthermore, the educational channel shall not be used to promote school appointments, positions, salaries and budgets.

Examples of educational access programs are:

- Programs designed to showcase student work
 - Creative student programming
 - Artistic endeavors
 - Multimedia projects
 - Student news & sporting cablecasts
 - Student call in show
 - Concerts & special projects
 - School plays, musicals, and talent shows
- Programs designed to build school and community spirit
 - Cablecast school sports schedules
 - Cablecast school events schedules
 - Cablecast sporting events
 - Cablecast special school events
 - School of the month (student focused) showcasing our schools
- Programs that share the classroom
 - Distance learning
 - North and South connected into a common classroom
 - Videos of classroom that are approved by the school authorities.

* This description is based in part on input from the Nashua School District

- Convey philosophy, vision, actions of educational leaders
 - Board of Education meetings
 - Other topics, except for promoting school positions, salaries and budgets
- Make education “more available” to the community
 - Public Library content to include story hours, cooking classes, and lectures
 - Educational content from other sources
 - Adult Education
- Programs contributed by private and public educational agencies.
 - Programs produced by government and public educational organizations such as NASA, Carnegie Foundation and Corporation for Public Broadcasting.
 - Programs produced by government agencies to educate the public about emergency procedures.

However, such contributed programs shall not become dominant in the lineup of programs cablecast on the educational access channel.

Appendix C

Public Access Channel Programs

Note: Appendix C was deleted by the Board of Aldermen on 13 June 2006

Appendix D**Operations Manual for Nashua Community Access Television**

The following is a sample Table of Contents for the Operations Manual. This manual shall be developed and maintained by the PEG Program Director for the G channel, by the Access Manager for the E channel and by the Independent Contractor for the P channel, and approved by CTAB. Each manual shall include references to design documentation and equipment specifications for the design, installation, training and maintenance of the respective access channel.

Sample Table of Contents[†]

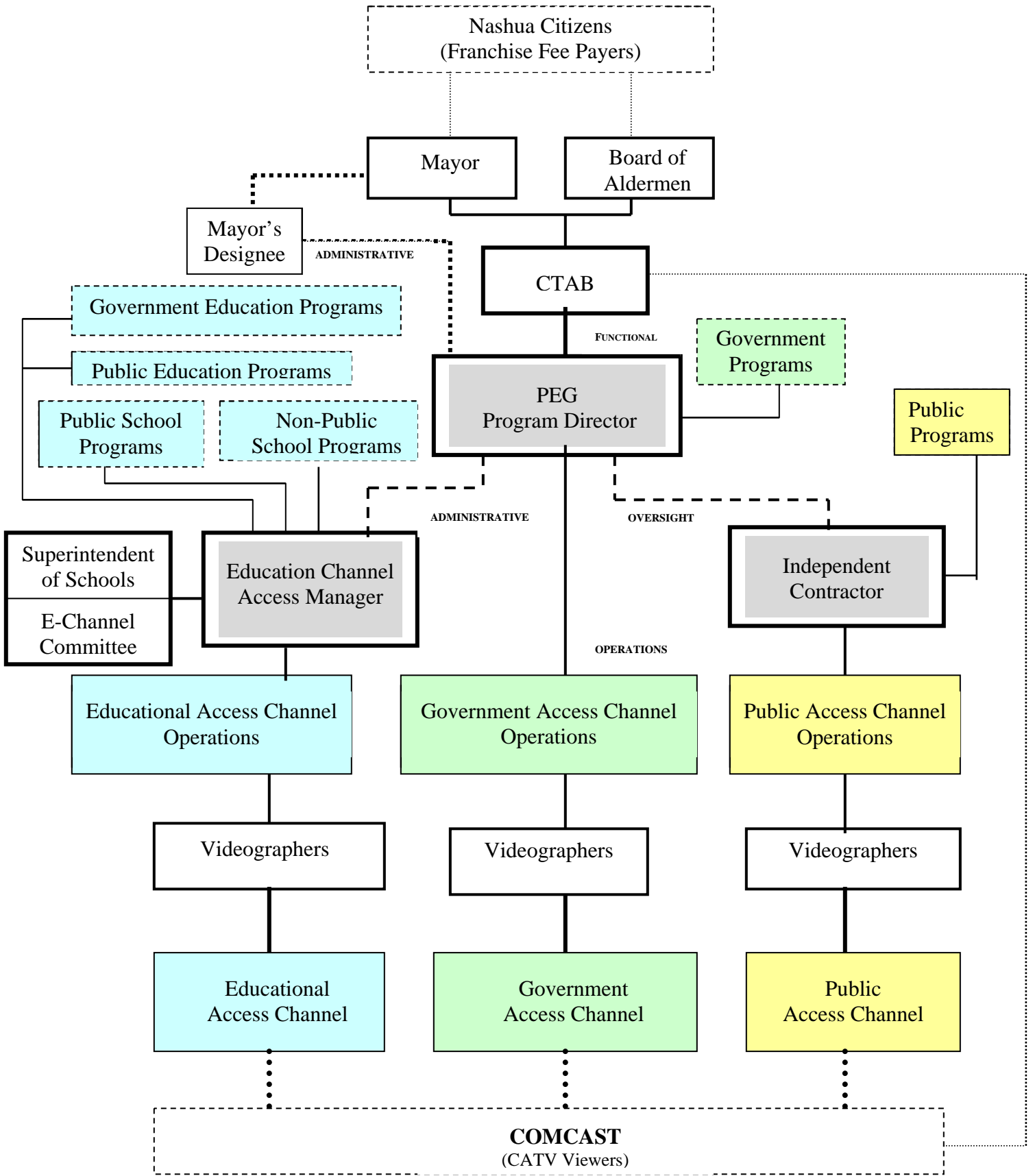
**Operations Manual
Nashua Community Access Television**

- 1.0 Introduction.
- 1.1 Purpose of this Manual (G, E or P Access Channel).
- 1.2 Nashua Community Access Television.
- 1.3 Facilities.
- 1.4 Personnel.
- 2.0 Policy .
- 2.1 Eligibility Requirements for Participation.
- 2.2 Use of PEG Access.
- 2.3 Statement of Non-Discrimination.
- 2.4 Equal Opportunity.
- 2.5 Statement of Compliance.
- 2.6 Technical Standards.
- 2.7 Commercial Use.
- 2.8 Violations and Penalties.
- 2.9 Producing a program.
- 2.10 Producing Election Campaign Videos.
- 2.11 Sponsoring a Program.
- 3.0 Procedures
- 3.1 Getting Started.
- 3.2 Training.
- 3.3 Using Production Equipment.
- 3.4 Scheduling a Show.
- 3.5 Programs Produced by Nashua Community Access Television (G, E, or P).
- 3.6 Programs Produced by Community Members.
- 3.7 Placing Public Service Announcements on the Community Bulletin Board.
- 3.8 Resolution of Disputes.
- Appendix I Form: Statement of Compliance.
- Appendix II Form: Request for Cablecast.
- Appendix III US Code: Title 18 Part I Chapter 71 § 1468 (as applicable).
- Appendix IV New Hampshire Law: Chapter RSA Chapter 650 (as applicable).
- Appendix V System Design Documents (by reference).
- Appendix VI Equipment List and Specifications (by reference).
- Appendix VII Operator, Maintenance and Training Documentation (by reference).

[†] This outline is based in part on the Bedford Community Access Television Operations Manual

Appendix E

Management Organizational Structure



Appendix F

Cable Television Advisory Board Functions

The following organization, functions and responsibilities are assigned to CTAB pursuant to NRO 2-108. These are in effect on the date of approval of this document.*

- (a) There shall be a cable television advisory board (CTAB) to the City of Nashua. The functions of CTAB shall include the following responsibilities:
- (1) Report to the mayor and the board of aldermen.
 - (2) Define the mission and objectives of CTAB.
 - (3) Develop municipal channel and future Nashua access channel policies.
 - (4) Oversee the performance of the city's franchise agreement(s) for the deliver of cable television and any related services.
 - (5) Review existing and future franchise agreements and provide recommendations to the mayor and the board of aldermen.
 - (6) Examine the subject of municipal regulation of cable television services Internet service, and any related services in New Hampshire and the United States.
 - (7) Coordinate activities between the City of Nashua and the franchisee.
 - (8) Explore and cultivate available programming sources.
 - (9) Monitor and evaluate existing programs and recommend changes to the franchisee for technical, programming and fee structure improvements.
 - (10) Examine relevant emerging technologies and other telecast options for municipal meetings, such as Internet cablecasts.
- (b) Funding for CTAB and operation of the municipal access channels shall be appropriated by the mayor and the board of aldermen from accounts designated for this purpose.
- (c) CTAB will consist of fourteen (14) members total. The (5) members who are appointed by the mayor shall serve for three-year terms. The members are as follows:
- (1) One (1) member representing the board of aldermen who will also serve as liaison between CTAB and board of aldermen, appointed by the president of the board of aldermen.
 - (2) Corporation counsel or his/her designee.
 - (3) The director of the Nashua Public Library or his/her designee.
 - (4) The chief of the fire department or his/her designee.
 - (5) The chief of the police department or his/her designee.
 - (6) The superintendent of the school department or his/her designee.
 - (7) The director of the information technology department or his/her designee.
 - (8) One (1) member of the Nashua business community appointed by the mayor and approved by the board of aldermen.

* Including changes under O-06-23 and O-06-27 introduced 13 June 2006

- (9) Four (4) members who are Nashua residents, appointed by the mayor and approved by the board of aldermen.
- (10) The director of the public works division or his/her designee.
- (11) The mayor or his/her designee.

The committee shall nominate and elect its own chairman and clerk.

- (d) The committee shall meet on an ad hoc basis.
- (e) Employees and/or contractors who provide services for the implementation and operation of the municipal access channels are functionally accountable to CTAB and administratively report to the mayor or his/her designee.

Appendix G

Funding

All funding is subject to appropriation by the board of aldermen. The following accounts have been designated for operation, facilities and equipment for the three community access television channels.

1. Special Revenue Account for Equipment for the Government and Educational Channels.

Special Revenue Account 305-6012 titled, "Education and Government Channel–Equipment/Facilities," shall capture the \$201,000 contribution by Comcast pursuant to the CATV Franchise Agreement Section 7.3. This account shall be used exclusively to purchase and maintain equipment and facilities for the Government (G) and Educational (E) Access Channels.

2. Special Revenue Account for Operating the Government and Educational Channels.

Special Revenue Account 305-6013 titled, "Education and Government Channel" shall capture the quarterly payment from designated 1% franchise fees contributed by Comcast quarterly pursuant to the CATV Franchise Agreement Section 7.2. This account shall be used exclusively to operate and service the Government (G) and Educational (E) access channels. A modification to the Franchise Agreement is required to permit use of these funds for the Public (P) access channel operations.

3. General Revenue Fund.

General Revenue Fund 499-179 titled, "Cable Franchise Fees" shall capture the quarterly payment from designated 3% franchise fees contributed by Comcast pursuant to the Franchise Agreement Section 8.1.

4. General Fund Appropriation for the Public Access Channel and for CTAB.

An amount shall annually be appropriated from the General Revenue Fund 499-179 to Account 505-81034 titled "CTAB-Technical Services," proposed by the mayor and approved by the board of aldermen to operate and purchase facilities and equipment for the Public (P) access channel and to fund ancillary CTAB activities and services. As necessary, during the year supplemental funds may be appropriated to Account 505-81034 subject to approval by the board of aldermen.