

# **DRAFT MINUTES**

## **CATV Advisory Committee Minutes December 16, 2010**

Place: Wheelwright Room, Town Offices  
Time: 5:00 p.m.

Present: Selectman Matt Quandt, Jim Fellows, Sam Bruno, Joe McCarthy

Absent: Pam Darlington, Candance Hoene, Herb Moyer

Staff: Town Manager Dean, IT Coordinator Swanson

The committee debriefed from the Selectmen's hearing of November 22<sup>nd</sup>. The new agreement is signed and now the committee will move from an advisory committee to an implementation committee. Mr. Bruno mentioned a need to have the committee reassess its responsibilities now that the contract negotiation period was over. Joe McCarthy mentioned he would like to leave the committee when he can due to health concerns within his family, but may stay on a bit longer until the committee can find a successor. The Town Manager described the recruiting process for new members and suggested the committee try to stay together at least for the next few months of transitioning. Outreach to members on the committee but not present will occur.

The Co-op advisory budget committee meeting of December 15<sup>th</sup> was discussed. Mr. Bruno described his presentation to the Co-op Board, which has to consider a request for a \$27,500 per year position for the new education channel. The cost of the position would be borne with the Co-op budget and therefore shared by six Towns. Exeter would have the option of paying through the local school tax or the franchise fee and the goal has always been to pay with the franchise fee so there is no tax impact to Exeter residents.

The Town Manager reported that Comcast has confirmed the dates for the education channel as February 15<sup>th</sup>, 2011. The access channel will be ready April 15<sup>th</sup>, 2011. Mr. Dean indicated that two current EXTV employees might be available to assist in the transition with primary work on securing EXTV-P programming.

Further discussion on the committee composition then took place. It was agreed that Mr. Bruno, Mr. Fellows and Andy Swanson would meet next week to review equipment purchase for the high school studio.

Mr. Bruno motioned to form a subcommittee of Jim Fellows, Andy Swanson and Mr. Bruno to review equipment purchases. The motion passed unanimously with all in favor.

A brief discussion of the meeting next week then took place. Jim Fellows mentioned lighting and this was discussed briefly. The meeting will at 11 a.m. at the High School studio next Tuesday.

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Mr. Dean then reviewed the contract particulars. Comcast will at no cost provide new origination points at the Emergency Operations Center, the Lincoln Street School, and the Tuck Learning Campus. This will be done without passing through to subscribers. Unlike other Towns that see this passed through as a franchise related cost, Exeter will not. There will also be a senior discount of \$2.00 per month, available 6 months from now. This is the first time Exeter has had a senior discount in its cable agreement, and information will be put online shortly describing the discount.

Andy established that Doug Brown might be the contact from Comcast that will assist the Town on the new technical work needing completion. He will check in.

There was more discussion on programming for EXTV-P and how programming will go to the server at the High School. Most of this will be accomplished through downloading from available programming servers.

Mr. Swanson then described a new product called townhallstreams.com that he is beta testing for 30 days. This service will allow all government meetings to be streamed live and tonight's Planning Board meeting is the first. The company will then store the meetings for 90 days on its server for residents to review at their leisure. The cost is \$3000 per year. Mr. Swanson added for the Town to be able to provide this equipment would need to be purchased and this would seem to be a better alternative.

Jim Fellows moved to approve, second by Sam Bruno. Motion carried unanimously to move ahead with this product.

The Town Manager reported that Channels 13, 22 and 98 have been marked as Local 1, 2 and 3 on the blue bar so perhaps those are the new numbers, but Comcast has not confirmed as of yet. Mr. Bruno indicated his preference would be for 98 to be the education channel. NHCCM also wants to do a story on the Exeter contract and we will work with them on this. Mr. Swanson will reach out to Dot Grover.

It was also agreed the committee would work on a press release describing the contract. Mr. McCarthy asked about the duties of an associate. The Town Manager indicated his concept was to "buy service" from the co-op to take care of EXTV-P responsibilities, but the list of duties was consistent with what the Town needed.

The Town Manager reviewed a list of franchise fees from other NH communities that have responded with updated numbers. He will email this list to the committee. A sample of over 30 Towns show most fall between 3 and 5 percent on the fee. It varies community to community how the fee is used and this is included where the information was available.

Sam Bruno motioned to adjourn, seconded by Matt Quandt. Unanimous vote to adjourn at 6:05 p.m.

Respectfully submitted,

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Russell Dean  
Town Manager