

City of Portsmouth, New Hampshire Cable Commission



Cable Commission Meeting Monday, June 12, 2017, 4:00pm Law Library 4th Floor City Hall Complex

Meeting Minutes – for review by Commission members

Attendees: Amy Burns (Cable Commission), Rob Capone (Cable Commission), Richard Winstanley (Cable Commission) and Suzanne Woodland (Legal Department)

I. Call to Order

- The meeting was called to order at 4:02pm.

II. Approval of previous meeting minutes of April 10, 2017

- Rob made a motion to approve the minutes from the previous meeting. It was seconded by Richard. The minutes were approved with a unanimous vote.

III. Update on Action Items from Previous Meeting

- The Commission members discussed the status of action items from the April meeting.

a. Survey Results – Suzanne reported that the action items below have been completed.

- Suzanne will contact the Portsmouth Herald re: publication of the press release.
- Suzanne will send the survey results to PPMTV.
- Suzanne will follow-up with Jay Somers at Comcast to share the detailed survey results.

b. Discussion with School Department Representatives - Richard and Suzanne

updated the Commission members that they have met with the Superintendent and Asst. Superintendent. The current school system needs/"wish list" may be

more aligned with broadband efforts to expand alternate teaching models and improve access/connectivity to low income students.

Action(s):

- The Cable Commission will explore outreach to PHA to further discuss potential improvements to serving their constituents.

c. Performance Measures & Comcast Customer Service Categories – Discussion Deferred

Action(s):

- These items will be discussed related to the contract renewal.

d. Community Broadband – Rob and Suzanne reported that the working group will continue their information gathering re: the assessment of providing community broadband in Portsmouth.

Action(s):

- The next working group meeting will be scheduled.

IV. Next Steps re: Comcast Contract Renewal

Action(s):

- The next meeting of the Cable Commission members will focus on planning for the renewal process.

V. Other Business

- Public Access Financial Advisory Committee – The Committee members elected Rob as a member to this committee by a unanimous vote.
- Cable Commission Chairperson - The Commission members elected Richard to this position by a unanimous vote.

VI. Adjournment

- The meeting was adjourned at 4:54 pm.

Next Meeting: Tentatively scheduled for Monday, July 24th at 4pm or Thursday, July 27th at 4pm pending confirmation by Commission members.