Minutes for Annual Meeting with Trustees of Public Access Financial Advisory Committee
April 13, 2017, 10:00A.M.
City Manager’s Conference Room

Meeting was called to order at 10:00 A.M. by City Manager John Bohenko. The Minutes from the 2016 meeting dated May 5, 2016 were accepted by a motion from City Councilor Eric Spear, seconded by Andrew Purgiel and unanimously approved.

Mr. Purgiel reviewed the financials of the Trust, noting that the estimated Cable Franchise Fee is $526,982, of which the City of Portsmouth will keep $360,000 in its General Fund, and the overage ($166,982) will pass into the Cable Television Public Access Charitable Trust (the “Trust”). Mr. Purgiel indicated that the agreed-upon five percent (5%) year-over-year increase in the annual operating distribution from the Trust to PPMtv is $125,602 for 2018 and the resulting total amount left in Trust after said distribution is $99,319.

Patrick Collins, Secretary of the Board of Portsmouth Public Media, Inc., presented the Fiscal Year 2018 budget for PPMtv. The 2018 budget was accepted along with the distribution of $125,602 by a motion from Andrew Purgiel, seconded by City Councilor Eric Spear, and unanimously approved.

Mr. Collins requested additional funds from the Trust and presented slides articulating the stated purpose and use of the funds under Paragraphs 1 and 3 of the Trust. Mr. Collins requested that additional funds be applied toward specific capital upgrades, most notably upgrading to HD and upgrading the On-Air Controller System. City Manager John Bohenko proposed that the Trust contribute $35,000 toward the update to HD and that if PPMtv can raise $12,500, the Trust will contribute an additional $15,000.

Mr. Purgiel made a motion to approve the distribution of $35,000 to PPMtv to upgrade to HD and that $15,000 be distributed to PPMtv upon PPMtv providing evidence of raising $12,500. The motion was seconded by City Counselor Eric Spear and unanimously approved.

City Councilor Eric Spear noted that there should be a reserve kept in the Trust. PPMtv Treasurer Ben Harvey indicated that PPMtv maintains a $20,000 “rainy day” fund to be counted toward such reserve. City Counselor Eric Spear made a Motion that, going forward, the Trustees of the Trust keep 50% of PPMtv’s operating budget in Trust. The motion was seconded by City Manager, John Bohenko and unanimously approved.

The meeting adjourned at 11:38 A.M.

Present were Portsmouth City Manager, John Bohenko, Portsmouth’s Deputy Finance Director, Andrew Purgiel, City Councilor Eric Spear, Executive Director of PPMtv, Bill Humphreys, President of the Board of PPMtv, Ron Wolfe, Secretary of the Board of PPMtv, Patrick Collins, and Treasurer of the Board of PPMtv, Benjamin Harvey. Absent Ron Poulin, Cable Commission.