



**Portsmouth  
Cable Commission Meeting  
3:30 p.m. – February 1, 2007  
City Hall/City Manager’s Conference Room**

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The Portsmouth Cable Commission met on Thursday, February 1, 2007 at 3:30 p.m.

- I. Call to Order** - The following were present:
- John Gregg, Chairman
  - City Manager John Bohenko
  - Brian Gregg, Commissioner
  - Kathy Pearce, Commissioner
  - Nancy Beach, Commissioner
  - Gary Lowe, Alternate Commissioner

Also present were Alan Brady, City of Portsmouth Webmaster and Suzanne Woodland, Assistant City Attorney. Hillary Niles of the Wire was also present.

Chairman John Gregg called the meeting to order at approximately 3:30 p.m.

- II. Approval of Minutes – January 11, 2007** - Voted to approve and accept the amended minutes of the January 11, 2007 meeting. Motion passed.
- III. Update PEG Access** – The Chair opened discussion regarding the capital and operating expense of running a public access channel. He suggested that the context for discussion be the cost of developing an adequate but not grand operating capability that would employ a part time or full time director. He referenced the budgets provided by Alan Brady of Concord, Bedford, Londonderry and Merrimac.

He then asked Alan Brady to summarize the estimates he made last fall for setting up a public access facility.

Alan Brady reported that while there is a wide range of prices for equipment but a reasonable start up facility could be developed for approximately \$100,000 – possibly less. This would include cameras, sound equipment, broadcast equipment, computer and software, studio lights, furniture, installation costs, and miscellaneous equipment.

Nancy Beach pointed out that in the near future, everything is going to need to be high definition, broadcast is going HD and would behoove this commission and/or nonprofit board to consider this at a later date.

Gary Lowe informed the committee that he spoke with the director of the public access facility in Chelmsford, Massachusetts about the costs and agreed with the numbers Alan

Brady provided. He also reported that he was told a full time director of the station would cost \$55,000.

The Committee discussed the various budgets of Merrimack, Bedford, Londonderry, Manchester and Concord. The City Manager reported that for planning purposes benefits are generally 35% of salary. Some options briefly discussed for contracting out the operation of the studio and keeping costs down by using interns from UNH.

It was agreed that the Merrimack budget provided a reasonable format and starting point for planning. The Chair offered to work with Alan Brady in putting together a pro forma operating budget that incorporated what has been learned. This would be brought back to the commission at the April meeting.

In the context of keeping costs down by sharing a facility and equipment with the Portsmouth School system, the status of school planning for an educational channel was discussed.

The Chair suggested taking another look at the space available at the high school for a studio and asked Alan Brady to arrange a visit for the commission for their March meeting. The Chair also indicated he would contact Superintendent Lister regarding their planning for an educational channel.

The next major topic for discussion by the commission will be governance of the public access channel by a nonprofit board of directors. The Assistant City Attorney offered to take the lead in walking the commission through a prospective set of by-laws for governance. This will be placed on the April meeting agenda. The Chair asked that in preparation for the meeting, commission members review by-laws and operating policies of Concord, Bedford, Londonderry and Manchester.

It was noted that there will be a City Council budget hearing on March 5<sup>th</sup>. Alan Brady agreed and the Chair agreed to attend and speak as appropriate.

**IV. Non Public Session (meeting with Legal Counsel)**

**MOTION** made by Kathleen Pearce to go into non-public session. Seconded by Nancy Beach. Motion passed.

The Commission then went into non-public session.

**MOTION** made by Kathleen Pearce to go back into public session. Seconded by Nancy Beach. Motion passed.

**VII. Adjournment - MOTION** made by Brian Gregg to adjourn. Seconded by Gary Lowe. Motion passed.

Next meeting is scheduled for March 8, 2007

Respectfully submitted,  
Elaine E. Boucas