

PUBLIC ACCESS FINANCIAL ADVISORY COMMITTEE  
Meeting Minutes  
June 13, 2022, 2:00 p.m.  
City Manager's Conference Room  
Municipal Complex  
Portsmouth NH

**Present:** Vincent Lombardi, City Council appointee; Karen Conard, City Manager; Andrew Purgiel, Deputy Finance Director, City Manager appointee; Ash Chicooree, Cable Commission appointee (via Zoom); PPMtv representatives, Barbara Ward, President of the Board of Directors, Chad Cordner, Executive Director

Mr. Purgiel opened the meeting with a brief description of the make-up of the board.

A motion was made by Mr. Chicooree and seconded by Mr. Purgiel to approve the minutes from the June 1, 2021 Committee meeting. Mr. Chicooree and Mr. Purgiel voted in the affirmative, Councilor Lombardi abstained. Motion passed.

Mr. Purgiel gave a brief presentation of the history of the distribution of the Trust and Cable Franchise Fees. He stated that the formula used to determine the amount of the Trust assets and distribution remains the same. Mr. Purgiel stated that he is projecting that the Cable Franchise fee for FY23 will be \$484,241, the City's General Fund will keep \$360,000. The Committee will decide on what amount would be appropriate for this year.

Mr. Cordner presented the PPMtv budget for FY23 with estimated revenue of \$148,800 and operating expenses of \$148,348. This includes an anticipated amount of \$135,000 from the City's Cable Trust.

Ms. Ward asked Mr. Purgiel if it was possible to get an end of year report of the monies in the City's Cable Trust. Mr. Purgiel stated that he would make those reports available when they are generated.

Ms. Ward asked how they determine what balance should be kept in the Trust. Mr. Purgiel gave a brief overview of how they calculate the money that stays in the trust. Mr. Purgiel explained that the Cable Franchise Fees collected by the City have decreased over the past few years, leaving a slight balance to be used in a future year if Franchise Fees keep decreasing.

Councilor Lombardi suggested going forward that the PPMtv budget submittal show the budget and actuals from the prior FY. Mr. Chicooree agreed.

Mr. Purgiel made a motion to authorize the distribution of funds from the trust to be transferred to the PPMtv in the amount of \$135,000. Seconded by Councilor Lombardi. So voted.

The meeting was adjourned at 2:40 p.m.