

**CLAREMONT COMMUNITY TELEVISION, INC.**  
**Board of Directors Meeting**  
Sugar River Valley Regional Technical Center – Claremont  
Thursday April 26, 2018

**MINUTES**

**CALL TO ORDER**

**Present:** Allen Damren, Ron Landry, Pauline Pelletier, Joel Schneid.

(Nick Maynes proxy granted to Joel Schneid).

**Not Present:** Nick Maynes, Allan Berggren.

**BOARD GOVERNANCE**

Acknowledge recent Board appointments: Schneid by the Claremont School Board (ending 5-31-19), Allen Berggren by Claremont City Council (term ending 5-31-2020). Schneid retiring from position with Claremont Schools in June and intends to resign from Board at that time.

Ron Landry proposed extension of current Director positions until June 28<sup>th</sup> meeting. 2<sup>nd</sup> by Joel Schneid. Unanimously passed.

(Document: “**Bylaws page 2 with revisions for insertion in binder**”) Bylaw requirements for appointments on the CCTV to be ward-specific were eliminated in 2006. Updated page insert was prepared for CCTV Bylaws compendium and for the City Board and Committee Coordinator to update on city website.

(Document: “**Application to Appointment**”) Seats are appointed by either the CCTV Board, the Claremont City Council or the Claremont School Board. This document describes the process, and the processing, for each of these different seats. It was prepared by the Board and Committee Coordinator deForest Bearse.

**FINANCIAL REPORT**

Our bank maintains a list of staff/board permissions for receiving account statements and for writing checks. These assignments need to be updated. Motion by Landry to postpone to next meeting. Motion: Landry. 2<sup>nd</sup>: Schneid. Unanimous consent.

**EXECUTIVE DIRECTOR REPORT**

Summer - Fall 2017 / Jan-Mar 2018

**PSA DEVELOPMENT/ STUDIO SUPPORT** Matt Wood position to support in-house productions including “What’s up in Sullivan County” and “A Conversation with ...” and public service short info spots for Comcast Essentials (discount internet for low-income families), “Tax Tips” (hints from Debbie Freeman), JAG job/education office in Claremont, CCTV green screen resource.

**CCTV SUMMER VIDEO CAMP** Students grades 6-8. Organized by Hartford Vermont Capstone student Clara Posner. 5 days, 15 campers, 5 high school age councilors. CCTV staffing included Matt Wood and Travis Shonio. Camp pitched to students in Cornish and at the Middle School

**CITY/COMCAST FRANCHISE AGREEMENT** (contract to expire 1-20-20) Public ascertainment of comments regarding cable television service was performed during a City Council meeting. Mary Walter is the point person to move the contract forward and we met several times regarding CCTV concerns. At her request, we also reviewed ongoing contract and

infrastructure performance concerns. Because she included putting these issues on the table during her negotiations with Comcast, I believe there was a resolution to some of our recent broadcast and signal quality issues.

**CLAREMONT ESSENTIALS PROGRAM** – (low cost internet and computer hardware for qualifying families with children in school nutrition program or in HUD assisted housing). CCTV has become an “information partner” with distribution of posters and brochures in the schools, production of a video psa for channel 8 and collaboration with Pathways-Claremont to be an information partner with CCTV.

**REPLACEMENT OF KNOX AUDIO/VIDEO ROUTER** 9 year old component used in master control needed replacement. Simultaneously, we would need to upgrade from composite analog format to SDI which would require extensive rewiring. We asked for RFPs from two candidates HB Communications and Unique Video systems. Unique responded quickly with the best completion date and cost. Further, they provided needed parts list and allowed us to cost out and purchase directly from our preferred vendors. Broadcasting was down for approximately 50% of one day while work was completed.

### **FIRST NIGHT CLAREMONT (New Years Eve)**

At the CSB Community Center, Gail Moeller and Matt Wood recorded community wishes and resolutions for the New Year. Also at the center, Mike Tetu documented activities including entire performances by the Off-Broad Street players and juggler / magician Robert Clarke. Anthony Flores travelled to various venues around the city to report on activities and to interview participants and volunteers. He returned to CCTV in order to host fireworks from Arrowhead – live from out our backdoor. All evening at the Tech Center, food and refreshments were provided by CCTV for visitors and volunteers. In the weeks following New Years, three edited productions were broadcast on CCTV. These shows will also provide material to use for publicity prior to next year’s event.

## **2018**

### **INTERMITTENT SIGNAL LOSS ON CHANNEL 8**

Beginning in late December 2007, channel 8 signal was lost on Comcast cable service for the community. Frequency was intermittent: for about one hour to one hour 20 minutes several times a week. Consistent was time of day: usually the start was about 9:30pm - 9:45pm. To aid (prompt?) Comcast into action, for almost 10 weeks, we recorded and then later reviewed hours of daily recordings of our channel 8 feed to Comcast as well as a recording of Comcast channel 8. After completing this process, we would report our findings to Comcast’s technical operations center. We moved important live channel 8 events during the time window to channel 10. At the end of 10 weeks, another four went by with no issues and we returned, cautiously, to normal operations while discontinuing the recording routine. Comcast is under no requirement to share actions for remediation to either CCTV or the City. Most likely the issue was from an EMP (electromagnetic pulse) emitting somewhere in the city, including from within the Comcast infrastructure. Since the end of the outages, overall quality on both CCTV channels has much improved in color brightness, clarity and contrast so we presume a crucial, and perhaps long overdue, repair was made.

### **LIVE BROADCASTING - SHS AUDITORIUM, OPERA HOUSE, CSB COMMUNITY CENTER**

Last use of Stevens auditorium and Claremont Opera House for live broadcasts was over 10 years ago – long before Comcast converted the city to digital signal delivery. This year, both locations were reactivated and calibrated with Comcast in order to facilitate several broadcasts at both these locations in the winter and spring. The CSB Community Center is a new live

origination location; installation by Comcast within the building in late 2017. This spring we aided Comcast with their tests of the signal origination points in the building.

**RECENT**

Assisted Stevens morning “flex-time” group assembled around developing information for the community. Informally called “The Voice” students were tasked to create and distribute text, photos and video for social media and traditional information sources such as newsprint and CCTV. Developed two instructional outlines which were then delivered by Christine Downing to the group. Informally titled “Media Types and Requirements” and “Strategies for Messaging”. Students visited CCTV during flex time and created two video spots under the banner “Whats Up...” which included a spot for Arrowhead volunteer recruitment.

**CCTV SPONSORED WORKSHOP**

We organized a workshop held in White River at access channel CATV on the issue of remote broadcasting using the internet on March 23. Invited attendees included Directors from PEG stations we consult or work with frequently. Of note was discussion by our broadcasting software/hardware vender Tightrope Media about the future of using IP technique.

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Next meeting date not determined.

Minutes prepared by Keith Druhl