

# CATV Special Committee Meeting Minutes

Date: April 22, 2019  
Time: 6:02PM – 7:10PM  
Location: Howard Office Building  
ITS Enterprise Conference Room  
700 Second Avenue South  
Nashville, TN 37210

**Board Members Present:** Tim Garrett (Vice Chair), Robbie Melton, Anthony Barton, Susan Wright, Pal Narayanan

**Others Present:** Keith Durbin (Metro CIO/ ITS Director), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Theresa Costonis (Metro Legal), Kim Sasser-Hayden (Comcast)

**Board Members Absent:** Colleen Curtis (Chair), Mark Rowan

**Welcome:** Vice Chair Tim Garrett called the meeting to order.

**Minutes review & approval:** Motion from Mr. Garrett to approve 4/30/18 minutes passed unanimously.

**Election of Officers:** Ms. Curtis opened the floor for annual election of committee Chairman and Vice Chairman. Mr. Garrett nominated Ms. Colleen Curtis for Chairman. With no other nominations, the committee voted unanimously in favor. Ms. Curtis nominated Mr. Garrett as Vice Chairman. With no other nominations Mr. Garrett was elected unanimously.

## **Open Business:**

### Comcast Presentation:

Mrs. Sasser-Hayden delivered a brief overview including annual service calls, outages and complaints.

Franchise Funds: Mr. Chris Singleton, IS Division Manager for Metro Nashville Network (MNN) & PEG Studio, presented a recap of the 2017 proposal for allocation of the \$270,881 2016 balance to a reserve fund for a new, future PEG Studio build project. Mr. Singleton also proposed a \$24,000 allocation to purchase a new 4-channel Tightrope head-end server to streamline business continuity with a plug and play solution in the event of a disaster. The addition of funding collected for 2017, \$232,219, brought the overall total fund balance to \$503,100. Mr. Garrett made a motion approve the 2018 funds proposal as outlined by Mr. Singleton. Mr. Ross Pepper seconded the motion. The vote was unanimous.

## **New Business:**

No new business.

## **Close and Adjournment:**

Mr. Garrett asked if there was any other business and seeing none, he adjourned the meeting at 7:10PM

*Submitted by: Chris Singleton  
April 26, 2019*