

CATV Special Committee Meeting Minutes

Date: October 28, 2021
Time: 5:58PM – 6:49PM
Location: Howard Office Building
ITS Enterprise Conference Room
700 Second Avenue South
Nashville, TN 37210

Board Members Present: Tim Garrett (Chair), Mark Rowan, Pal Narayanan, Karen Southall

Others in Attendance: Dawn Clark (Metro ITS Asst. Director), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Theresa Costonis (Metro Legal), Seannalyn Brandmeir (NECAT Board Chair), Kim Sasser-Hayden (Comcast)

Board Members Absent: Stephanie Nesbit, Teresa Driver, Cornell Kennedy

Welcome: Mr. Tim Garrett called the meeting to order.

Minutes review & approval: Motion from Mr. Garrett to approve 9/10/20 minutes. Mr. Mark Rowan seconded the motion and it passed unanimously.

Election of Officers: Mr. Garrett opened the floor for annual election of committee Chairman and Vice Chairman. Mr. Rowan nominated Mr. Tim Garrett to remain Chairman. With no other nominations, the committee voted unanimously in favor. Mr. Garrett nominated Mr. Rowan as Vice Chairman. With no other nominations Mr. Rowan was elected unanimously.

Open Business:

Comcast Presentation:

Mrs. Sasser-Hayden delivered a brief overview including annual service calls, outages and complaints. In addition, she informed the committee that the current Comcast Franchise Agreement is set to expire in 2023 and that she is looking forward to discussion to agree on a new Franchise Agreement.

Franchise Funds: Mr. Chris Singleton, IS Division Manager for Metro Nashville Network (MNN) & PEG Studio, presented an update on the PEG Studio and MNN's status during the pandemic.

Mr. Singleton began with a recap of the 2020 PEG Capital Funds and last presented the allocation of \$194,000 that was approved at the September 10, 2020 meeting. The proposal consisted of \$65,000 to be allocated to purchase new editing laptops and new head end equipment to reduce some of the strain the end-of-life components were beginning to display on MNN. Working through Metro approved vendors, we were able to make these purchases for just under \$53,000. As in the past few meetings, Metro ITS asked that the committee approve a sum of \$30,000 that could be used for emergency maintenance on the Studio's building if necessary. Despite the PEG Studio being closed for most of the year, Nashville State Community College, while conducting their routine inspections notified Mr. Singleton that the fire alarm system was not working properly. The unit had to be replaced at a cost of \$8,373. Including both approved allocations, the fund ended the year at \$988,315 designated for a proposed new studio space, up \$33,862 from the expected total.

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Mr. Singleton presented a proposal of \$88,570 for Metro Nashville Network (MNN), be allocated to the purchase of two new video switchers and two new recording decks to replace the end-of-life production switchers that were beginning to experience some decline. In addition, MNN asked for a sum of \$53,857 to replace the aging mobile production unit that allows coverage from several Metro meeting spaces. As for the PEG Studio, Mr. Singleton requested the sum of \$63,835 to replace the end-of-life headend units for channels 9, 10 and 19 that are currently located in the PEG Studio. He also requested the sum of \$21,025 to purchase equipment that members and NECAT staff have specifically requested for the PEG Studio. Their request was broken down into 4 small projects. They consisted of a basic set and props project, a documentary project, an audio system that would be available for both in the studio and outside the studio and finally, a lighting project that also would include transportable pieces. The grand total of the PEG Capital Fund minus the requested purchases would leave \$990,453 that would continue to be earmarked for a new PEG Studio to be built or acquired before 2025. Mr. Rowan made a motion approve the funds proposal as outlined by Mr. Singleton. Mr. Pal Narayanan seconded the motion. The vote was unanimous.

New Business:

Metro internal transfer of the PEG Studio and channels 9, 10 and 19 to the Nashville Public Library. On Mr. Singleton reported that a MOU is being drafted and will be executed soon. He also explained that Metro Nashville Network will remain with Information Technology Services.

Close and Adjournment:

Mr. Garrett asked if there was any other business and seeing none, he adjourned the meeting at 6:49PM

*Submitted by Chris Singleton
November 3, 2021*