

# CATV Special Committee Meeting Minutes

Date: July 12, 2022  
Time: 5:58PM – 7:45PM  
Location: Howard Office Building  
ITS Enterprise Conference Room  
700 Second Avenue South  
Nashville, TN 37210

**Board Members Present:** Tim Garrett (Chair), Mark Rowan (Vice Chair, Karen Southall, Theresa Driver

**Others in Attendance:** Keith Durbin (CIO and Director of IT Services), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Theresa Costonis (Metro Legal), Kim Sasser-Hayden (Comcast)

**Board Members Absent:** Stephanie Nesbit, Cornell Kennedy, Vacant Board seat

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

**Minutes review & approval:** Motion from Mr. Mark Rowan to approve 10/28/21 meeting minutes. Ms. Karen Southall 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. Garrett to remain Chairman. Motion was seconded by Ms. Southall. With no other nominations, the committee voted unanimously in favor. Mr. Garrett nominated Mr. Rowan to remain as Vice Chairman. Ms. Southall seconded the motion. With no other nominations Mr. Rowan was elected unanimously.

## **Open Business:**

### Comcast Presentation:

Mrs. Kim Sasser-Hayden delivered a brief overview including annual service calls, outages and complaints. In addition, Mrs. Sasser-Hayden reported on Comcast work in Digital Literacy and Affordability, where they created 5 high capacity wifi “lift zones” or digitally equipped safe spaces in community centers around Nashville as well as awarding thousands of dollars in digital literacy training grants.

Franchise Funds: Mr. Chris Singleton, IS Division Manager for Metro Nashville Network (MNN), began with an outline of the 2021 PEG Capital Fund balance and \$220,976 allocation that was approved at the October 28, 2021, meeting. The Capital Fund began this year at a total of \$996,453. The PEG Capital Support Fund for this year was supported by Comcast’s local franchise agreement of \$200,000 and included a pro rata allotment from DIRECTV (formerly AT&T Uverse) at a contribution of \$22,690 and \$322 for Iris Communications to begin this year’s balance at \$1,219,465.

Mr. Singleton presented a proposal of \$50,535 for Metro Nashville Network (MNN), be allocated for the purchase of a new head-end server to replace the end-of-life current head-end that were beginning to develop some reoccurring issues that would interrupt operations for the channel. In addition, MNN’s

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request also included the purchase of a new DSLR video camera for field projects among some other ancillary items.

As for the PEG Studio, Mr. Singleton requested the sum of \$45,760 to purchase equipment that members and NECAT staff have specifically requested for the PEG Studio. Additionally, Mr. Singleton request on behalf of the Nashville Public Library and NECAT, the sum of \$30,000 be available for any emergency maintenance and/or repair work. Should the money not be needed, it would roll back into the fund.

The grand total of the PEG Capital Fund minus the requested purchases would leave \$1,093,170 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. Ms. Southall seconded the motion. The vote was unanimous.

NECAT Update: Mr. Singleton reported that on February 7<sup>th</sup>, 2022, Metro Council approved the transfer of the PEG Studio and the internal agency relationship with NECAT to Nashville Public Library (NPL) along with channels 9, 10 and 19 to the Nashville Public Library. Mr. Singleton introduced the attendees to Ms. Lee Boulie, NPL Assistant Director of Collections, Technology, Shared Systems and NECAT. She will oversee the PEG Studio, staff and the relationship with NECAT. Mr. Singleton explained that Metro Nashville Network will remain with Information Technology Services as will the relationship with the CATV Special Committee.

### **New Business:**

Cable Franchise Agreement – Agreement Review and Community Needs Audit: Mr. Singleton introduced Sue Buske from the Buske Group to inform the special committee of the process her team will do leading up to the renegotiation of a local franchise agreement with Comcast. A stakeholders meeting will be held on July 13<sup>th</sup> to kick start the process. The plan is to identify a good base that can help fill our focus groups that will take place on October 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> of this year.

Board Ethics Training: Theresa Costonis presented the mandatory ethics training that is required by Metro Legal for all boards, commissions and committees.

### **Close and Adjournment:**

Mr. Garrett asked if there was any other business and seeing none, he adjourned the meeting at 7:45PM

*Submitted by Chris Singleton  
July 19, 2022*