

Windham Cable Advisory Board
Minutes of the meeting September 21, 2023

Meeting was called to order at 7:00pm. Board members in attendance were Margaret Case, Bob Coole, Tom Nolan, Daniel Pascarella and Roger Hohenberger. Leo Hart and Barbara Coish. was excused. Cable Coordinator Kelly McLaughlin was in attendance as well.

Daniel Pascarella (alternate) was appointed to sit for regular member, Barbara Coish.

Margaret Case updated the board on submission of the amendment made to Comcast Francise at the May 25, 2023 meeting.

It was noted that Comcast has changed the channel line up to include WCTV Government Channel on Comcast Channel 6; Public Access Channel on Comcast Channel 8; Bulletin Board Channel on Comcast Channel 16; and Education Channel on Comcast Channel 22.

Correspondence letters were reviewed including Emergency Contact Information regarding Comcast outages. Copies will be shared with Town Emergency Staff.

Financial Reports were reviewed. Year to date department spending is currently at 62%. End of year expenditures will be reported at next meeting.

Kelly McLaughlin presented Coordinator's Report. (Attached to minutes).

Other business discussed was the purchase of TriCaster for use of televising the meetings that take place in the Community Development Department. The current system in place is over 10 years old. Roger Hohenberger motioned to approve the purchase of Tricaster not to exceed \$9000 from Equipment line, seconded by Bob Coole. Motion carried 5-0.

Motion to adjourn made by Bob Coole, seconded by Roger Hohenberger. Motion carried 5-0. The meeting adjourned at 7:40pm.

Minutes submitted by,
Kelly McLaughlin

WCTV Coordinator's Report
April 20, 2023 – September 21, 2023

Government Channel:

- **WCTV Government Channel is Comcast Channel 6.**
- All meetings were recorded including Board of Selectmen, School Board, Planning Board, Zoning Board of Adjustment, Conservation Commission, and various Subcommittee meetings.
- Town public meetings air LIVE on WCTV unless posted otherwise.

- LIVE Stream & Video on Demand services are available online.

Public Access Channel:

- **WCTV Public Access Channel is Comcast Channel 8.**
- Channel 21 includes original locally produced programs from Windham and surrounding communities.

Education Channel:

- **WCTV Education Channel is Comcast Channel 22.**
- School public meetings air LIVE on WCTV Channel 22 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

Community Bulletin Board:

- **WCTV Community Bulletin Board is Comcast Channel 16.**
- The WCTV community bulletin board provides a weekly program schedule and community announcements. If you would like an announcement posted, email cable@wctv21.com

WCTV Special Coverage/Programs:

- Community Connection (Hosted by Chery Haas)
- School District Spring Concerts
- Memorial Day Parade and Ceremony
- Strawberry Festival
- WHS Graduation
- 8th Grade Promotion Ceremony
- Town Day Fireworks
- Summer Concert Series
- Playground Ribbon Cutting
- September 11th Memorial

Training/Outreach:

- WCTV offers FREE training to any resident or non-profit group of Windham interested in producing their own TV show or volunteer on other productions.
- WCTV offers high school and college students who are interested in television production the opportunity to volunteer. Schedules vary depending on the student's curriculum requirements.

- WCTV continues its partnership with the New Hampshire Collation of Community Media members. Many of our original programs also air in other local NH communities.
- We would like to encourage the public to contact WCTV if they are hosting a special event or speaker at the Town Hall and would like video coverage. Requests should be submitted at least two weeks before event for reserve coverage.

Kelly McLaughlin
WCTV Coordinator

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