

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

May 22, 2007

5:30 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Lopez, Smith, Forest, DeVries

Messrs.: J. Cote, G. Sullivan, P. Alexakos, M. Tenn, J. Veilleux, T. Arnold

Chairman O'Neil requested those present to stand for a moment of silent prayer to remember Gerard J. Montembeault, also known in the community as Monty, who was very involved as a volunteer in a variety of civic and community activities.

Chairman O'Neil addressed item #3 of the agenda.

3. Presentation by Manchester Community Television (MCTV).

Dr. Grace Sullivan, Director of MCTV, addressed the Committee introducing Jason Cote of her staff and the MCTV Advisory Board consisting of Toni Pappas, Phil Alexakos, Jeremy Veilleux, Mike Roach, Mary Tenn and Chris Martin. Also present was Audra Conforti Jennings, the newest member of the MCTV staff.

Dr. Sullivan stated I would really like to thank you for allowing us to do this presentation on such a beautiful spring afternoon. As you may know, this is the fifteenth anniversary of Manchester Community Television, and I thought that it would be a good idea to put together a small video presentation to explain where Manchester Community Television is right now in education and government.

Jason Cote started the presentation.

This year, Manchester Community Television celebrates its fifteenth anniversary of providing educational and government programming for the greater Manchester area, as well as providing innovative learning opportunities for City students. Manchester Community Television is a

collaborative initiative between the City of Manchester and the Manchester School District. For the past fifteen years, MCTV has been funded by the Board of Mayor and Aldermen and administered through the Manchester School District. From this unique collaboration of City resources, MCTV cost-effectively provides the award-winning programming you want and the highest quality educational opportunities our City students deserve. As Manchester has grown over the past fifteen years, the needs of the City have grown as well. In response to the needs of our growing community, Manchester Community Television now has a staff of five full-time employees, including the certified education staff and other professionals with advanced communication and technology degrees. Today MCTV programming is better and broader than ever before, producing over 1,000 hours of community-based programming for the City of Manchester, and televising hundreds of local government meetings. MCTV is the way in which all City residents can have unfiltered access to their local government and quickly learn what is going on in our community. Through the dedicated efforts of MCTV, City residents simply have to turn their television set to channel 16 or 22, or download files from www.manchcom.tv to see their government unfiltered and in action. More than government meetings, Manchester Community Television also offers other informative community programs. Programming for senior citizens, bilingual programming in both English and Spanish, as well as programming for non-profit organizations, local officials, and political candidates are just a few of the innovative programs being brought to you by MCTV. Manchester Community Television is your connection to your community. MCTV connects you live to civic, cultural, and educational events throughout Manchester. MCTV now has the ability to go live from several locations throughout the City. MCTV now broadcasts live from City Hall, the Rines Center, the Department of Health Services, the Emergency Operations Center, Gill Stadium, and soon from Memorial and West High Schools. MCTV is your tie to celebrations in the City. Since 1992, MCTV has celebrated Manchester's rich cultural diversity, economic development, and civic engagements. MCTV showcases major community events, including the First in the Nation Primary, local concerts, and celebrity appearances. MCTV is there in times of crisis, providing a window to the community and the happenings of the City, and provides important emergency information when you need it most. MCTV highlights non-profits in the City with bulletin board announcements and programming to develop community involvement and awareness. MCTV has consistently been recognized and presented awards at the state, regional, and national stages for its high-quality, innovative programming. MCTV is Manchester at its best. MCTV's instructional programming and unique extended learning opportunities are excellence in education. MCTV

recognizes all local schools from pre-school to lifelong learning, as well as producing parenting programs and conducting teacher training. From elementary to university, MCTV is there, celebrating local student achievement and educational milestones. MCTV also produces sports, showing local athletics in your living room and bringing them to your home computer at www.manchcom.tv. MCTV provides students unparalleled opportunities to experience real world media and mainstream communication at its best. Students are given the opportunity to interact with City officials, national politicians, and professional journalists from around the nation. With continued support from the Board of Mayor and Aldermen and the Manchester School District, MCTV can implement a strategic plan and continue to be a distinguished leader and valued asset to our community. Manchester Community Television, your connection to your community.

Dr. Sullivan stated thank you very much, Jason.

Chairman O'Neil stated I think one word describes that: Wow!

Dr. Sullivan stated I'm trying to be very business-like, but I did spend...it has rained a lot recently...and I did spend one night up on the top of a roof on the West side, talked my way up there, but I shouldn't say that. The sun was clearing. I said, it's going to stop raining; the sun's clearing; I need to get these shots of the City. We had the whole script done, and this was all written by MCTV staff and shot by MCTV staff and edited, and we didn't stop our other work. We kept doing meetings and it really was a labor of love for all of us. And as I was taping, I was shooting across...I have to shoot now with glasses when I look through...I'm up there and I'm shooting and waiting for the sun to come out, and I looked across at the Mills, and the sun was hitting the mills and the new buildings, and I just thought about how much work has gone into that. And having the past fifteen years watching the Aldermanic meetings and seeing the work that the Aldermen have done to create this beautiful City, where we are here, presently in Manchester over the past fifteen years. So, it really was a joy to do and to be able to say, okay you have to go shoot video, for me is a good thing. But, as Roger said in the video, we're here because we have a strategic plan, and this strategic plan is...we're here because we're one step in a very long process that began back in 2005, where MCTV came together. A group of folks throughout the community: the Aldermen, School Board members...we had four different forums...people in the community, City employees, parents, teachers, and we said we have an education channel; we have a government channel; what do we need to do, moving on into the future? We need a plan. Just as the City has grown, we need a plan to be able to meet the communication needs of the City. And the first step was to put that plan together. We put it together. The plan was passed by the

Board of School Committee and we have an Advisory Board, which has really been remarkable in the work that it's done, and I can't thank them enough for getting us to this level. We're also here to thank you because during the budget process there was added to the \$390,000 in our budget a contingency of \$50,000 to be utilized for MCTV only if and when, in agreement with the City, MCTV would get two percent of the Comcast revenue and have a signed agreement like the public access channel before 2009. And therefore, we've come here today at the advice of my Advisory Board to talk to you about the next step, to be able to go and ask for those two things. We have two things that we would like the Committee on Administration to do: one, the Manchester Community Television, MCTV, is officially designated as the education and government access provider in the City of Manchester and two, that MCTV will receive dedicated funding from the Board of Mayor and Aldermen, to be held in a restricted account by the School District, for the sole use by and benefit of MCTV (2% of the Cable Transfer Fee) effective Fiscal Year 2009. Additionally the cable grant money should be transferred to a similarly restricted School District account. So we would like to move to the next step in which we begin to develop an agreement that would be a signed agreement like the public access channel has. I think it's very important in terms of, if you look back at our past, we have a rich history, and I think that at this point in our strategic plan though, we need to look at what's happening in the future, and something immediately is happening in the future, and that is we need to give an answer to the architect of the MST rebuild project, whether we're going to stay at MST, and we also need to move on with our strategic plan. The timeline of that decision, the timing of the decision about facilities and what facility we're going to be at, there's a timeline, and that's early July. So, we have a small window of time. We have a strategic plan; we're ready; our Facilities Design Committee has been meeting; they've been doing their due diligence while we've been working on implementing the strategic plan and putting this material together for you. I think that Manchester Community Television, Audra says Manchester Community Television is Manchester at its best. I believe that's true; I know that's true. I also know that the word "connection" came up a lot. And we were thinking about what is Manchester Community Television a lot. We've been thinking a lot about it and where we're going. And the word "connection" kept coming up, because we connect various members of the community with other parts of the community. And we connect, for example, parents and grandparents to the School District. I received a phone call, and all of us receive phone calls; we all answer the phone. I believe we should have a human being answer the phone when you call MCTV. I received a phone call and there was a grandfather who called and said, I would like to know when this sporting event is going to be on. My grandson played but I work during the time period that he plays. And I said to him, you can look it up on our website, too. I had told him when it was going to be on. And he said, I don't have an internet connection. Quite a few people in town don't. So I said, I'm sorry. You

could look it up, it runs on our community calendar, our bulletin board. He said, I don't have cable. My neighbor saw the game and he's invited me and my wife and my family over to watch the game when it was on. So there's that connection. We connect. I think I do, and my staff does, and I think the Advisory Board does too...takes that responsibility very serious, that connection. That connection that when there's a concert on for people to call, and so when that's going to be on, can I get a copy of that. Again, parents want to be able to see that. If something's happening in town, the phone calls come. What's going on? The gas leak. Very real. And we were getting the phone calls. We were sending people down here. I mean, people call. They see MCTV as a source of information in government. And they see credibility because it is the City's. They see credibility and responsibility because it is the School District. It is unique. It's a shared resource and it's economy of scale with a shared resource and it opens up learning opportunities and extended learning for students that is unparalleled anywhere in the country. So I would ask you to vote positively on our request to move ahead, to designate MCTV as the educational and government access provider for the City of Manchester. I think the past fifteen years has proven that we have the skills, the ability to do it, and to move ahead on the two percent in the cable contract.

Alderman DeVries stated Grace, I think before we're able to make the decision there's probably one, maybe more, questions that we would have. I know first and foremost in my mind would be maybe for you to address why there is need for you to move from the facility where you're at today, even acknowledging...I think there's a small closet to the rear that had been discussed, so tell me why it's important or imperative that you maybe make the move from the existing facility and make the investment into a different facility.

Dr. Sullivan stated as I said before, Phil Alexakos is the Chairman of the Facilities Design Committee and if I could ask Phil to come up and answer that...

Alderman DeVries stated that would be great.

Dr. Sullivan stated in terms of due diligence, he has looked at quite a...We started out looking at other media centers and television facilities with Phil and the Committee including people from the WMUR, NHPR people, and Fire Department, educators. We have a lot of people on that Committee, but I'd like Phil to speak to that question in terms of the design and utilization and, as we move ahead with the strategic plan.

Alderman DeVries stated maybe when you're addressing that you could touch on future vision within that so we have an idea of where you're headed.

Mr. Phil Alexakos, Manchester Health Department, stated I've been involved with MCTV since I began with the Health Department in 1994. We're proud to be a participant in educating the public on important health issues to the extent that we produce, sometime monthly, depending on the topic de jour, shows on MCTV to educate the public about triple E protection. So that's where my involvement stems from. I was posed with the unique experience of heading up the Facilities Design Committee, to look objectively at the space needs of MCTV as a prominent studio and services that it provides to the public. This space that we're currently in is inadequate. It's 2,100 square feet. It's inadequate. We have staff members who share a tiny office where the current technical guidelines for any new construction would be 150 square feet per employee. So we have people doing editing and time sensitive work on top of one another essentially; our studio is small would be an understatement. So looking at models that exist across the country, we determined as a Committee that we would need something double in size at a minimum to meet the mission, based on the programming that we provide. So, when our Committee started looking at properties across the City to move into, we first looked at the current space, then looked at the proposed space with a couple extra hundred square feet, neither of which meets, not only our present needs, but also we're looking at future needs. That was the mission of the strategic plan. So we looked at multiple sites across the City and tried to look at things objectively, based on the criteria and comments that we received from the public and the strategic plan. We've been doing that work. Certainly we need a commitment from the Board of Mayor and Aldermen to allow us a designated amount of money to go forth and move into a different space. Someone else had mentioned earlier, maybe it was Alderman DeVries, about money that we have in a fund for technological improvement. If we were to move into the proposed space at MST, we would have to take \$200,000 of the \$400,000 and use it on a space that was not adequate to begin with. We need to leverage that fund to improve our technological capacity as we move forward, and putting that money into a non-functional space, basically, would not be prudent, so that's why, if we need to allocate resources toward the new space, we want to find the right space to do that.

Alderman DeVries stated if I could ask one additional question. I did have a conversation with you because I had heard about the \$200,000 build-out, just to get back into your existing facility, which having taped a few shows there, I can attest that you are cramped.

Dr. Sullivan stated excuse me, Alderman, it would be...we had an estimate for the space that's in the storage area, to move there, which would give us an additional 500 square feet. The outside estimate from a man, a builder who had just done a studio construction in New Hampshire, was at least \$200,000. When we

asked...and I think Alderman Lopez was at the meeting...We asked the architect, you know, would we know the cost up front? And that's no going to be given to us. We're just giving that estimate from what we got. It could be more. The space that we're in, which is about 2,100 square feet, we will have to leave sometime during the rebuild. So, maybe three months, four months, we don't know. But we're going to have to leave. There's going to be, you know, new air conditioning, new electricity. We're going to be...you know, I'm questioning now, What are we going to be charged for that? We don't know. Without the two percent, we don't have the flexibility to be able to look at other space, and that's why that \$50,000 contingency fund was so important to us, because that we could look and we could say, okay we can shop, we can plan, and really design a true, 21st century media communications technology for the City of Manchester and the School District. That would really open up communication production. You saw what the staff is capable of doing. I have in the past gone down to different departments and said, you know, if you want to market this in terms of economic development, talk to us. We'll do a video for you. But we're way over there. We're not on the radar. If we are centrally located, people can walk down the street and say, you know, we've got to do this. I will tell you, the Police and Fire Department use us a lot and the Health Department. And, there are times in the past when the Police have come in and they've needed some technological help, and literally we've had to kind of like squeeze them into the back of a classroom during break and it had to do with tapes that had to go up to the Attorney General's office, in terms of investigation, in terms of a murder. Those are the kinds of things that we've been asked to do, and we do them as well as we can. But we could do so much more. When we try to train people and in terms of training and economies of scales of cost doing training tapes for Police and Fire and other departments, there's no space to do that. We either travel there...we spend a lot of time traveling...or literally people will be sitting in my office balancing things while we're putting together an instructional math video, which will be used by the whole School District to try to get the third grade math scores up. Important work for the City; important work for the students. So that's the thing. It really is not, well we need a bigger space. It's what we can do with that space and having all these young folks with all these new technology ideas. I think I could go on with the District Chief Goonan to talk about his ideas for a long time. Or Phil's ideas, or Audra's ideas. There's so many ideas that we could do and really having that space would open up to a whole different level of production that we could do. And in regards to the City and having it more centrally located for students, is that we would be in a public transportation zone and students from all the schools could participate in extended learning. And we could do projects together. So, for example, the production that was done on how police are recruited and trained in the City of Manchester, as an extended learning program, and having that offered and accessible to students...A student who's interested in technology and media and also law enforcement, we could

individualize that program because that's one of my fortes, individualizing programs for extended learning. And I look no further than Scott Page who's on the Facilities Design Committee, who worked at MCTV. When he came over from Central, he was just wonderful. He was great, and way before he became a policeman, you know, at eighteen. And it's great to, you know, have Scott out training in the police department, but I think there's so much more that we could be doing for public health and safety, if we just had a commitment of two percent and we had a facility that makes sense. And for the first time in fifteen years, have our own...MCTV has their own facility.

Alderman DeVries stated if I could just comment on one piece, because Grace you did touch on my second question, which was the educational component. And you did mention why the schools generalized would benefit from having a more centralized location, so that all school students could participate in your programs. You've had sign off, I see, by the School Department, or the School Board, of your strategic plan, which I'm sure included this move to a more centralized location. Is there any pushback or disadvantage to the vocational programs from having you located somewhere else? Is there any downside to this?

Dr. Sullivan responded I don't want to do the history lesson here, but when the first video program was started back in 1984. I started the first video program in the City of Manchester and the first ones at Central. And when I left Central to go over to MST to start the MCTV/MST program, that video program stayed. It's still there. And it's Central Vision. I don't know if it's called Central Vision any more. I can't remember. Anyway, it's too bad. The person who named Central Vision is now vice president of Paramount Pictures, Mark Cohen. Another Manchester success story. Then Memorial started a program. We got some grant money. Memorial started one and West started one. So there's now three video programs, one in each high school. And there is an MST video program that is separate from MCTV. That program, not because of MCTV, but because of the past administration and the video production teacher and the program, separated. It did not want to be part of MCTV. And what we noticed over the years, what was happening was students were coming over, junior high school, high school students, after school saying, you have equipment. We really want to do stuff. We put them to work and that evolved into a model project for doing independent study, an after school project, an independent study project in which the students would put together a curriculum. We developed a curriculum as an extended learning project, which is the new model that Fred Bramante has been talking about at the State Board. The city is a classroom; the world is a classroom. For example, one of those students that came over...it was his junior year. He just graduated from Emerson and he won a state award while working. And he wasn't enrolled in any class there. And Nathan Markham Connolly's father emailed me last week and said Nathan is graduating from Emerson. He has a job in

Hollywood at National Lampoon. And oh, by the way, can you recommend a lawyer because they want to buy my son's script. Another success story. Those are the kinds of thing we do well. The extended learning after school, and really that was evolved from students coming to us saying, you have the equipment. We really want to be involved with this. So now, as you saw, the students that you saw in that video were not MST vocational education students. They were extended...Those were independent study students who are at Emerson now, UNH, all over the place. And some are still at Memorial too. I have kids waiting to come in for the fall. I have students that are doing independent study who are already working at it, without it being a class yet. That's how dedicated these kids are. So we take a core group of about ten kids every year to do that.

Alderman DeVries stated it's hard to get a word in edgewise. We're hearing your expertise now. That's why.

Dr. Sullivan stated you know you start talking to me about kids, you know, it's a nice day. You know, we could be here till nine o'clock at night. I mean, talk to me about kids and learning, Betsi...

Alderman DeVries stated Grace, thank you. I'm sure others might have a question.

Chairman O'Neil stated I just want to review a few things for my...You mentioned earlier that notification regarding relocating has to be some time in early July. If the decision was made...well I guess the recommendation is to move to another site, when would you have to vacate MST by?

Dr. Sullivan responded in terms of vacating MST, we're going to be able to stay there for a while. I don't think that that has been, you know, written in stone. I think, you know, we're going to have to vacate for construction. You know I think, I mean Mary you were at that meeting. You were at most of the meetings. I think Mary could answer that.

Chairman O'Neil stated Alderman Lopez wants to take a shot...Attorney Tenn, you're welcome to come up.

Alderman Lopez stated I did attend a meeting with the Superintendent and others parties involved and the principal of the tech school. Yes, they will have to vacate eventually, but by the time they get the final contract done, it probably won't be until November or December or January – around that area. If anybody disagrees with me...That is what Mrs. White agreed to so...I think we have a lot of paperwork to do in the meantime, and once we get that done, I think we'll be able to move forward.

Chairman O'Neil stated all right, just a...What would...your budget for...

Dr. Sullivan stated I think Mary has something to add to that because the decision has to be made by July. We're not indicating that we have to leave by July. I mean, that's why we had this long term plan, but whether or not we have to leave MST I think is just part of the equation. I think really it's, you know, the facilities design report is that the space we have now is just not adequate to go on with this strategic plan.

Attorney Mary Tenn stated Mr. Matazewski, the architect for the School District, asked at the meeting where Alderman Lopez, the Superintendent, the Principal...was that he preferred to be notified within three weeks, and that meeting was probably about three weeks ago now. And we told him that we didn't think that that was a realistic schedule. So he said, in terms of my planning, if I push it out I really would like to know by early July so that I can determine what will happen with the architectural plan that must be approved in Concord and used to get the bid. There are two alternatives, as I understand them, for MCTV at MST. Both alternatives are unappealing, principally for the same reason, and that is the space that is being offered is simply too small. In the facility we have now, there's about 2,100 square feet. The new facility will be approximately 2,600 square feet. We did ask at that meeting, was it possible that we could get more space, the space that we need and we were told unequivocally, no. So now we need to tell Mr. Matazewski something by July, early July, and obviously that depends on what we hear from this Committee and also the Board.

Chairman O'Neil stated Mary, in your position as Chair of the Advisory Board, the Advisory Board has taken a position on this?

Attorney Tenn stated since our first meeting the Advisory Board had a chance to evaluate the strategic plan. So this Board came into place after the original strategic plan was approved by the School Board. So we were a fresh set of eyes. As a result of that meeting, the Board was unified in the fact that we should proceed along with the goals and objectives that formed the strategic plan. We do have some members of the Board that are political designees, and I think for various reasons they didn't take formal positions. But other than that, the Board has been unified. And many of them are here tonight.

Dr. Sullivan stated and the School Board voted for us...did give us permission to go out and look for space.

Attorney Tenn stated the School Board has taken two actions to date, well three I think are significant, in relation to this work. First they approved the strategic plan

back in November of 2005. In accordance with that plan, then they approved the appointment of the Advisory Board in January of this year. Shortly thereafter the School Board voted so that while we were working on securing the dedicated funding we could also work on a parallel track and go out and look at sites. I want to make it very clear with this Committee that the School Board has not yet approved any particular location, nor have we asked them to. The Facilities Committee, under the direction of Mr. Alexakos, is still evaluating sites. Obviously the funding commitment from this Board will govern ultimately whatever recommendation is made.

Chairman O'Neil asked does anybody know off the top of their head what two percent...if it was in the Fiscal Year '08...what two percent would equal?

Dr. Sullivan responded I know the 2006 numbers because that's what we have, you know, as hard numbers. It would come out to...For Fiscal Year 2006, the last year for complete numbers, is \$1, 219,219 so that two percent from the '06 numbers would be \$487,687.

Chairman O'Neil stated and the current budget approved was \$390,000.

Dr. Sullivan stated right, which is about \$6,000 down from last year, but \$390,000, yes.

Chairman O'Neil asked does anything happen to the employees if there's a relocation to a site away from MST?

Dr. Sullivan responded we all stay School District employees. Nothing is going to change. It's the same that we've been doing, you know, for fifteen years. If anything changes, will we smile? Yes. If we go to a bigger space, yes. We'll have a lot more smiles on our faces every day. Nothing will change.

Chairman O'Neil stated before I continue, Aldermen Lopez had something...

Alderman Lopez stated I want to clarify something, Attorney Tenn. The only thing, just to make sure that the whole Committee understands, that if the storeroom was going to be used, you have to let him know by three or four weeks for him to find a plan. If we stay at the MCTV and you move out within four or five or six months, it doesn't make a difference one way or the other. They're still going to renovate that place.

Attorney Tenn stated I think that that's correct, but what Mr. Matazewski had asked, or my understanding of what he had asked, is that we let him know either way because obviously, if we stay in the space, nothing will happen to that

particular location. If we move to location B, he'll have to redesign that, so he needs to know whether we're going to be at spot A or spot B or somewhere else so that he can submit accurate drawings. So, if we stayed in the space, they would not renovate it in relation to the overall plan, but I think Mr. Matazewski would need to know that and we would be forced, as I understand it, to leave for some period so major building renovations could be done - plumbing, electrical, etc.

Alderman Lopez stated right. I just wanted to clear that up so there was no...

Chairman O'Neil stated I just have two final questions and then I'll go back to the Committee. The intent of the dedicated funding is to allow you to go out and secure a new facility. It's just part of a business plan.

Dr. Sullivan stated yes. It's part of the strategic plan.

Chairman O'Neil stated and just finally, if...and what we have in front of us tonight is more conceptual, I believe. The School Board will have to get involved. We'll have to ask the attorneys representing the School Board, representing the City, as well as if there's any counsel representing you, Attorney Tenn, to draft an agreement that would need to be brought back, I'm guessing, to both boards, both the Board of School Committee as well as the Board of Mayor and Aldermen. Is that correct?

Attorney Tenn responded I think yes. The conceptual plan tonight and then an agreement comes back. The actual process...I don't know all the details of that. But yes, conceptually the first step was to vote in favor of it and then B, let's get...

Chairman O'Neil stated I do know the Clerk wants to clarify some language in Item #2. Just one final question from me: No impact on the current fiscal year? Correct? The fiscal year starts July 1st.

Attorney Tenn responded there would be, in my view, an impact on the current fiscal year because, as you know, the budget resolution that passed included funds that were set aside in a contingency. So, we would like to be able to get those contingency funds in Fiscal 2008, assuming we have the agreement that the Board of Mayor and Aldermen requested. So, the \$390,000 could go to \$440,000, so there would be an impact that the Board already...

Chairman O'Neil stated but it's already money approved. There isn't any additional money that's needed. You would make this work for the first year within the budget that's approved, with those additional funds that are in reserve right now.

Attorney Tenn stated correct.

Alderman Smith stated thank you Mr. Chairman. I've noticed that you're going from 2,100 square feet to 2,600. I think that's the minimum that you're looking for for your new building, 2,600?

Dr. Sullivan responded no, that's what's being offered to us at MST. We're at 2,100; they will give us an additional 500 if we go into building storage. But that could cost at least \$200,000 for that move for 500 feet.

Alderman Smith stated just to follow up, has your Advisory Board gone out to look at any centralized locations for a new building? So you're just waiting for us to give the recommendations tonight and then you'll proceed?

Dr. Sullivan responded right, I think

Attorney Tenn stated Mr. Alexakos is here and he can speak generally about the locations that they've looked at, but my understanding is that they've looked at some twenty locations.

Alderman Smith asked and you do have five permanent employees at this time?

Dr. Sullivan responded right now we have five permanent employees, yes.

Chairman O'Neil asked Phil, would you like to just address the facilities issue?

Mr. Alexakos responded certainly. In general our committee has met many times and we have looked at over twenty unique spaces. Some of the properties we've looked at had multiple sites available and we looked at them objectively, based on criteria that were outlined in the strategic plan. There's a lot of unknown and uncertainty about the locations. We try to look objectively at access, safety... Is it accessible to everyone? Is it functional? Size, things like that that are quantified so that we can evaluate the top choices and then hopefully, with a commitment from the Board, negotiate actual sites and looking first at feasibility and then second at the cost, after we have a commitment, so that we would be able to move forward.

Alderman DeVries stated your budget today sits within the City budget. Can I ask then, the final comment in item #2, you're asking for a restricted school budget account. Can you explain why?

Chairman O'Neil stated before we go there, I think the Clerk in consultation with the City Solicitor is going to want to clear that up a little bit.

Alderman DeVries stated why don't we hear the Clerk's suggestion and then we can address it in one...

Chairman O'Neil stated I think the concept we're all in agreement on, but I think how we get there just might need some fine tuning. Carol?

Deputy City Clerk Carol Johnson stated Mr. Chairman, the first item certainly is something that the Committee can recommend as stated, I believe, to the Board of Mayor and Aldermen. In the second statement it's talking about dedicated funds, and it's referring to a two percent Cable Access Fee. Actually, I believe they're requesting two percent of the gross revenues, which is equivalent to...

Dr. Sullivan stated that's correct.

Ms. Johnson stated not the franchise fee. We do need to clarify that because the franchise fee is entirely different from the gross revenues. Secondly, it's referring to restricted accounts by the School District, and I don't know that the Finance Officer or anybody else has had any review of that. Our suggestion would be that perhaps conceptually agree to the two percent of the gross revenues to be held in a restricted fund in an agreement to be determined at a later date after a review by staff and presentation to the Boards, the School District and the Board of Mayor and Aldermen. In this case my other question would be whether or not you want that to come back to the Committee or whether you want that to go directly to the Board when it comes back to the City side? My presumption would be the Committee but I want to make sure that that's clear.

Chairman O'Neil stated there's unanimous shaking of the heads, yes, so we'll refer these actions conceptually to the Board. The mechanics would get worked out, and then on our end, report back to the Committee who can finalize the details before we send it off to the full Board to be finalized.

Ms. Johnson stated I want to clarify that this report would be submitted to the Board of Mayor and Aldermen at their first meeting in June, the first Tuesday in June. I'm referring to the conceptual, so that they will have something to go to the School District, because that's my understanding.

Alderman DeVries asked is it possible to ask, the one answer I didn't hear was why the restricted fund is on the school side, so maybe while they speak about that, we could answer that part of the question.

Dr. Sullivan stated this is Jeremy Veilleux, of Bacon, Newman & Noyes.

Jeremy Veilleux stated here in Manchester and I just think we need clarification to understand the difference between what you were talking about with respect to gross proceeds versus the franchise fee. You say they're not one and the same and I just need to understand what the distinction is.

Ms. Johnson stated in terms of the franchise fee, two percent of the gross revenues is actually forty percent of the franchise fee. The franchise fee has nothing to do with what you're looking to get. You want two percent of the gross revenues. The City gets five percent of the gross revenues now. One percent of that is going to MCAM. Two percent of the five is what you're looking for, and that's my correction to...

Mr. Veilleux asked forty percent of what the City is getting and two percent of the total cable revenues?

Ms. Johnson responded yes. My understanding is that you're looking to do what MCAM is doing and MCAM is getting one percent of gross revenue. I'm trying to clarify whether or not there's a requirement by MCTV that...are you looking strictly for the Committee's conceptual approval of the two percent, to then go to the School Board to work things out, or you looking for something in full from the Board of Mayor and Aldermen? There seems to be some discussion by Committee members with regards to that. I want to get the motion right.

Attorney Tenn stated what I understand would be an appropriate procedure to follow at this point in time is that this Committee conceptually approve the fact that you are in favor of the two percent and the transfer of the funds, and I'll speak to the Alderman's point in just a minute. With that, we would then go work on an agreement that would come back to this Committee for its approval. That agreement ultimately will be signed off on by whomever the appropriate representative is at the School Board, and that will go through the School Board process as well. The first step is this Committee approve it, a draft agreement comes here that's acceptable, and that comes back to this Board. Ultimately, obviously, the School District and the City would be signators to the agreement. That would be the process that we would envision. Alderman, you had asked why the funds in a restricted account.

Alderman DeVries stated a School account versus a City restricted fund.

Attorney Tenn stated MCTV has historically been funded by the Board of Mayor and Aldermen and administered through the School District. So we are trying to get the money to the people who disperse it. But there was in the conversations that we had, concern, both on the School District side and the City side, that the money that was coming over was money for MCTV so that the School District

isn't fronting the expense, and that the money is available to them in a restricted account for MCTV. And I would anticipate that that money, that the agreement would make plain that that money is not an addition to their budget or a reduction from their budget, but that this is, as it always has been, money for MCTV. The only difference is there would be a transfer from the City to the School District in advance.

Alderman Lopez stated I just wanted to make sure, since you said three weeks and all that stuff...are you going to be able to accomplish getting an agreement in three weeks?

Attorney Tenn responded I don't know, Alderman. What I do know is that I have been in communication with Mr. Arnold; I've been in communication with Mr. Eggert, on the School District side, and hopefully they can put their heads together and put together an agreement that would satisfy this Committee to go to the Board. It's a compressed time frame. At the same time, I do have a call into Mr. Matazewski to talk to him about that July deadline, but we'd very much like to get back to this Board in June, if possible.

Alderman Lopez asked Carol, do we have two meetings in June?

Ms. Johnson responded no, one. That is why I was weighing it out, because there is only one meeting in June and that is on the first Tuesday of June. The next meeting will not occur until July 10th.

Alderman Lopez asked how does that date suit you? July 10th to get everything done?

Attorney Tenn responded well I think that by July 10th we would be back at this Committee, if I understand what the Clerk is saying.

Ms. Johnson stated if you come back to the Committee July 10th, then you're either going to be reporting out the same night, or we're going to be looking at an August meeting to report out to the full Board.

Attorney Tenn stated obviously the sooner we can get back to this Committee, the sooner we can get to the full Board.

Alderman Smith asked is there any possibility, Carol, that we can have a meeting and if they can get their act together with the School Board, have a meeting before our meeting, the first Tuesday in June, and have a special meeting on Administration beforehand, like four or five o'clock?

Ms. Johnson responded yes, perhaps you can schedule something on the same date. If you're not going to submit it until July, you can also do it after that date, but well in advance of the July meeting.

Alderman Smith stated I have an idea of where we're going with this Board, but we need your help to get the information from the School Department. If you can get all the papers and lawyer work done, then we can possibly have that meeting that I suggested the first Tuesday in June.

Attorney Tenn stated I think that makes sense, Alderman, that we try to proceed on that schedule.

Chairman O'Neil stated I think it has some challenges but it's possible. We could gladly call a meeting for...I'm not sure what the date is...for earlier that evening of the first Tuesday in June.

Alderman Lopez asked has it been determined whether Dr. Ludwell signs that, or the School Board?

Attorney Tenn responded I don't have that answer. Dr. Ludwell is able to sign agreements. I just don't know whether this particular one...

Alderman Lopez stated I think after we get the motion out of the way, I think if we can accomplish something by June 4th, that's fine. I don't see how that's going to happen but July 10th is more of a reasonable date because when you rush things there's going to be a lot of questions. This should be simple; this shouldn't be complicated like the other one, right Tom?

Mr. Tom Arnold, Deputy City Solicitor, stated Alderman Lopez, I'm a lawyer! I envision that it would be, yes.

Alderman Lopez stated if you can get it done by June 4th, but I doubt it, but July 10th I think is reasonable in order for the Administration people to get it done. We can always have a meeting a couple days before with the Chairman so that we can get it out to the Aldermen so there won't be any problem.

Attorney Tenn stated if it would be acceptable for the Clerk to schedule the meeting for June 4th, if that's the first Tuesday, and then if Mr. Arnold and Mr. Eggert and I conclude that, for whatever reason, the papers can't be prepared in that fashion, we could let you know.

Alderman Lopez stated let the Chairman know.

Chairman O'Neil stated I just...clarification...Is there an opportunity to get the conceptual, or the concept of this, before the School Board or do we believe they're all set?

Attorney Tenn stated I don't want to speak for all the members of the School Board, but what I will say, Alderman, is that there is a strategic plan that they approved in November of '05 that contemplated both that we would receive a stable, dedicated source of funding and that we would begin to look for a new facility. I believe that that plan has been reaffirmed in spirit, at least, with the appointment of the Advisory Board in January and again with the vote in February that we go out and hunt for space. So, I do want to be clear that the School Board has not approved any particular location, but this is not a new concept, but just the next step in a plan that took a long time to prepare, that was finally approved and now we're marching along step by step with that plan.

Alderman Lopez stated Mr. Chairman, I'm going to move the motion that we move on Items #1 and #2 on a concept and let the attorneys work out the agreement and return back to this Board as soon as possible and let them determine that date.

Chairman O'Neil stated Carol, would you just give us the proper wording on Item #2.

Ms. Johnson stated it's Item #2, really, that you're coming back with the agreement on. So it's my understanding you want staff to come back with an agreement to be presented to the Committee based on a conceptual of two percent of the gross cable franchise revenues, effective the fiscal year 2009, to be held in a restricted account. And I believe it's the School District that has been stated, but that may not hold true when the City sits down and negotiates it out.

Alderman Lopez stated they can work on that and we can go from there.

Chairman O'Neil stated we should move Item #1 along at the same time...

Ms. Johnson stated Mr. Chairman, I'm told that in order to meet that two percent of the gross revenues, the Solicitor is saying forty percent of the revenues received from cable franchise fees.

Chairman O'Neil stated we're moving on Item #1, but we can refer that at the same time we refer the contract to the full Board.

Ms. Johnson stated actually, you could also conceptually agree that the contract will include the designation and that would make it very clear.

Alderman Smith duly seconded the motion of Alderman Lopez.

Alderman DeVries stated I think it is important that you do get to the School Board as soon as you can to make sure they understand that they...and their plan that their architect is designing with them, and second I would note that you should get to our entire Board, under separate cover, as soon as you have your contract drawn up, an explanation so that when our vote goes and that crunch time in July or whenever it is, to the full Board, we don't have Aldermen saying, this is the first time I've seen this, and I don't want to vote on this in a rush. Whatever you can do to help prepare the rest of the Board that's not here tonight would be helpful. Thank you. I'm ready to vote.

Chairman O'Neil called for a vote on the motion. The motion passed unanimously.

There being no further business to come before the Committee, on motion of Alderman Smith, duly seconded by Alderman DeVries, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee