



CITY OF DOVER

CABLE ACCESS COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH 03820
Meeting Date: **Tuesday, September 9, 2008**
Meeting Time: **6:00 pm**

Meeting called to order at 6:05 pm. Members present: Chair Parks Christenbury, Audra Lurvey, Doug Dede, Sarah Fisher-Fuller, J. Michael Joyal

1. Approval of minutes:

AL moved DD second to approve minutes
Passed unanimously

2. Old business

School building aid

Application must be submitted by the end of September – may not be available for total project, however would be 30-40% for project.

Need to bring up for discussion during committee reports at School Board meeting Monday September 8, to answer any outstanding issues with school board membership preparation for possible approval at September 22 meeting

3. New business

a. Seven contractors showed up for info sessions, and tours, bid deadline was extended, no bids received for the project.

PC has volunteered to work with CTC students on computer drops, DD has volunteered to work as Committee Liaison for the project. He will work with contractors, painters, electricians, to complete work. JMJ explained that any work from \$1,000-\$5,000 must go through the purchasing agent, \$5,000-\$10,000 needs a formal quote, over \$10,000 needs to go out to bid under a sealed bid process.

Initial bid from BPS for \$240,000 for project is over of budget from \$150,000 appropriated and raised through cable franchise funds.

These funds will also pay for a full-time media access coordinator and a part-time web programmer.

PC moved to appoint DD volunteer Committee Liaison for the project. AL seconded the motion. SF asked how that specifically will work, JMJ answered that DD would be doing the leg work and JMJ and staff would be responsible for processing quotes and bids. DD will be responsible for finding the subcontractors and overseeing the work, however he will not be authorized to hire, fire, sign contracts, pay bills or anything else. This is a good thing because it will save the city money that we would be paying out for a COTW.



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SF asked what qualifications DD has for this type of project. DD explained that he has overseen a huge project on his own home and has the experience using CAD programming and working with contractors, etc. Knowing that each stage of the project is required to be inspected, most of the work that needs to be done during the day is on-site or on the telephone. He will be the eyes and ears of the city on the project.

SF also raised the question of bonding and liability for DD and JMJ stated that as a volunteer he would be covered by the city's policy. All contractors are required to provide their own liability coverage.

PC moved the question, passed unanimously.

b. There is some buzz in the community that it will be a violation of the Cable Franchise Agreement to build up the McConnell Center instead of the DHS – this is a false impression. The reason that the committee has chosen to develop the McC Center is basic logistics. First of all, the space at the McC Center is the size of 4 rooms. Currently the high school is overcrowded and in need of renovation. It would not be prudent to put that kind of money into the high school at this time. Secondly, the goal is for the channel to be a community channel. Having it at the McC Center will bring more community members into play.

4. Next meeting will be scheduled sometime early in October.

Meeting adjourned at 7:20 pm. AL moved, DD second. Passed unanimously.