



**Portsmouth
Cable Commission Meeting
3:30 p.m. – May 1, 2008
City Hall/City Manager’s Conference Room**

The Portsmouth Cable Commission met on Thursday, May 1, 2008 at 3:30 p.m.

I. Call to Order - The following were present:

John Gregg, Chairman
Louis Vinciguerra, Commissioner
Nancy Beach, Commissioner
Kathy Pearce, Commissioner
Brian Gregg, Commissioner
Excused absence: Gary Lowe

Also present were Alan Brady, City of Portsmouth Communications Supervisor and Suzanne Woodland, Assistant City Attorney.

Chairman John Gregg called the meeting to order at approximately 3:35 p.m.

II. Approval of Minutes – April 3, 2008 - Voted to approve and accept the minutes of the April 3, 2008 Cable Commission meeting. Motion passed.

III. Planning for Digital Conversion – Kathy Pearce presented the members with a summary of information citizens should be aware of as the date for conversion from analog to digital arises. She raised the question of how to now best communicate this information to the public.

Alan Brady informed the Committee he has already placed a message on Channel 22 Digital Television Transition: “As you are a cable subscriber you will not be affected by the digital television transition scheduled for midnight on February 17, 2009. If you are interested in learning more about the digital television transition if you might be affected, please call 800-388-2009 or www.mydtv2009.gov.”

Kathy Pearce expressed concern about reaching everyone that may be affected by the conversion. Various ideas were expressed by the Commission:

- Place information in Circuit City, Best Buy, retailers selling televisions and perhaps meet with the salespeople so they are not misleading people thinking they need to buy a new TV.
- The Chair asked if the City had some conduit of information to the elderly.
- Alan Brady suggested the Portsmouth Housing Authority.
- Kathy Pearce suggested the Portsmouth Public Library giving out information.
- Kathy Pearce referred to places for information as PHA, Compass Care, Public Library, Spinnaker Point, and Senior Center.

- The Chair suggested asking the City if a copy could be included in the tax bills going out in November, water/sewer and utility bills.
- Kathy Pearce suggested posting a notice in large rental buildings.
- The chair suggested the City Councilors receiving a copy.

Kathy Pearce agreed to give further thought about these ideas and to work with Alan Brady about who to contact within the city government regarding how to implement some of these and/or other ideas.

There was discussion regarding changes to the summary document Kathy had prepared. Suzanne Woodland suggested a final version be prepared so everyone has one more chance to digest and that it go be given to the City Manager for review and comment. Suzanne asked Kathy to send it to her and then figure out circulation.

The Chair thanked Kathy for her work.

Suzanne Woodland stated that Comcast is asking customers with older cable boxes to either bring the box to the office and swap it or to have someone from Comcast come out to switch the box. Jay Somers, of Comcast, mentioned they are looking at keeping everything price neutral with the conversion, and come February there may be no charge at all. Comcast is still considering this.

VI. Non Public Session (meeting with Legal Counsel)

MOTION made by Louie Vinciguerra to go into non-public session. Seconded by Brian Gregg. Motion passed.

The Commission then went into non-public session.

MOTION made by Kathy Pearce to go back into public session. Seconded by Brian Gregg. Motion passed

VII. Adjournment - MOTION made by Louis Vinciguerra. Seconded by Kathy Pearce. Motion passed.

Respectfully submitted,
Elaine E. Boucas