

CITY OF PORTSMOUTH, NEW HAMPSHIRE  
PORTSMOUTH CABLE AND BROADBAND INTERNET COMMISSION



**MEETING MINUTES**

Wednesday, March 5, 2025 at 5:00 p.m.

Legal Department Library, City Hall, 1 Junkins Avenue, Portsmouth, NH

Attendees in Person: Rob Capone (Capone); Jeff Abrams (Abrams); Luis Rodriguez (Rodriguez); and Gary Lowe (Lowe)

Attendees by Zoom: Amrishi Chicooree (Chicooree)

Staff: Suzanne M. Woodland, Deputy City Manager / Regulatory Counsel (DCM)

- I. **Call to Order:** The meeting was called to order at 5:06 p.m.
- II. **Approval of minutes of the January 22, 2025 meeting:** **Motion** by Rodriguez to accept the minutes of the January 25, 2025 meeting. Capone seconded. All in favor, the motion was approved.
- III. **Update on Franchise Fees:** The DCM provided an update on the latest projection on the receipt of franchise fees from Comcast for FY25. She reminded the Commission that on September 23, 2024, the City Council voted to send \$48,000 to PPMTv from the second Comcast distribution to the City. The City received recently the third of the four disbursements it receives annually from Comcast. That third disbursement showed a further decline (9%) of franchise fee revenue. Given that further downward trend, it appears that the City will be unlikely to record an amount greater than \$360,000, thus there will be no distribution to the Cable Television Trust and no balance available to PPMTv for their FY26 expenses. This projection has been shared with PPMTv.
- IV. **Cellphone Coverage:** The Committee reviewed and commented on a draft letter prepared by Rodriguez to be sent to cellphone carriers. A slightly revised draft will be prepared for the next meeting. The Committee further discussed the development of a questionnaire directed to residents regarding cellphone coverage. Rodriguez will take an initial pass at drafting questions and will provide the draft to the DCM who will work with other staff to bring forward a draft questionnaire at the next meeting. A separate survey will be drafted for distribution to businesses. A conversation ensued regarding coverage at the City's schools and how to gain more information. The DCM to follow up. The DCM will also follow up with other City staff regarding coverage issues.

V. **Other Business:** Next meeting is scheduled for April 2, 2025 at 5:00 p.m.

VI. **Public Comment:** None

VII. **Adjournment: Motion** by Rodriguez, seconded by Lowe to adjourn meeting. All in favor, the motion was approved. Meeting adjourned at 6:07 p.m.

Note that this meeting was not recorded.

Prepared by: Suzanne Woodland

Approved on: April 2, 2025