

May 18, 2026 Cable TV Committee Meeting Minutes

Present: Pat, Kathy, John, Richard, Jill, Danica, one member of the public (Josh Chadbourne of South Portland Community Television)

Excused: Jim; Absent: Lou

1. Call to Order

The meeting was called to order at 4:33 PM.

2. Roll Call

Jim and Lou are not present.

3. Approval of Minutes

3.a. April 27, 2026 Meeting Minutes

Motion by Pat, seconded by Kathy to approve the minutes. Vote: Unanimous

4. New Business

4.a. Update on Website Streaming Costs

Danica shared that she was unsuccessful with getting clarification from CivicPlus about the \$6,600 quote they provided for online livestreaming of our broadcast feed. She coordinated with IT to get a quote from Castus, the company that we already use for our broadcast streams to Channel 3 and 85. They quoted \$2,000 for this service. When given the opportunity to present this information to the Council, she will prepare a revised quote.

Richard asked whether this would allow us to stream one or both channels. Danica said that this is an add-on to existing services that cover both channels, so her understanding is that we would be able to stream both. If only one could be streamed, she would prioritize Channel 85 because the municipal programming that is currently running on Channel 3 is already available on demand.

Jill said that a YouTube account could serve as an on-demand location for people to watch programming.

Richard shared that he has concerns about YouTube's monetization. He said he wants to ensure that the promotion of the channel is the main focus of our work, and that an on-demand feature would drive people to it.

Jill asked if the quote included hardware. Danica believes we have everything we need with our existing Castus hardware and that this is just a capability upgrade.

4.b. Feedback from Mayor/Council President

Danica shared that the Mayor directed staff to include our cost projection memo on an upcoming Budget Committee meeting agenda. This meeting is to be held on either May 21 or 28, and Danica will share information with the Committee via email once she knows the date.

Richard asked for status of the budget. Pat shared that the second and final reading of the municipal budget is set for Tuesday, May 19. Danica noted that this does not include Enterprise Funds, which is what the Public Access budget will be.

4.c. Programming Status Update

Danica shared that given the time constraints of her communications responsibilities, she is not able to devote time to transferring programming off of DVDs. She received permission to give our part-time video assistant some extra hours where he could tackle this task, and he is interested in the work. However, Danica worked with IT to see if there were MP4 files stored on the discs that could be simply "dragged and dropped" onto a flash drive to give her. The files are stored in such a way that they will require a conversion process get them into a format that can be used.

There was a discussion about finalization of DVDs, and it was determined that Danica's problem was a different issue.

Josh said that a software called Handbrake can take data and find the MP4 file. He offered to try out the program with one of the Public Access DVDs to see if it will work, and to provide an instructional guide. Danica will share her contact information with Josh and a test DVD after the meeting.

John said that this is not a major problem because we are hopefully going to have new programming soon. He asked Josh if the Handbrake software would be easily teachable to Reg. Josh believes that the software is simple to learn.

4.d Meeting Schedule

Richard suggested that the Committee schedules another meeting to take place shortly after the Budget Committee reviews our memo.

John asked if the Budget Committee could essentially say “forget about Public Access” at the meeting. Danica and Pat both shared that they felt it was very unlikely this would happen. Danica said that theoretically, if there was interest by the Council in still using franchise fee revenues in the General Fund, a motion would need to be made during Tuesday’s second reading of the budget.

The next meeting was set for Monday, June 1 at 4:30 PM. Danica will send an email to the Committee with the date and time to make sure the absent members are aware.

5. Other Business

John mentioned that a program called Service Works, which organizes community service projects for young people, could potentially be a valuable resource for assistance with organizing the building.

Danica explained that Public Works will come over and clear out the large, broken items like the washing machine and piano. She confirmed that she will be present when this takes place and does not plan to get rid of items that are in usable condition.

6. Adjourn

Motion to adjourn by Pat, seconded by Kathy. Meeting adjourned at 5:09 PM.