



**City of Biddeford
Cable T.V. Committee**

August 3, 2026 at 4:00 PM

[Join Microsoft Teams Meeting Online](#)

Or call in by phone: +1 872-242-8054

Meeting ID: 257 242 482 407 07

Passcode: oH9JL93c

Phone conference ID: 718 184 169#

1. Call to Order
2. Approval of Minutes
 - 2.a July 6, 2026 Meeting Minutes
3. New Business
 - 3.a Review of Director Qualifications
 - 3.b Website Streaming Update
 - 3.c Building Maintenance Status
4. Other Business
5. Adjourn

July 6, 2026 Cable TV Committee Meeting Minutes

Present: Jim, Kathy, John, Lou, Richard, Pat, Danica

1. Call to Order

The meeting was called to order at 4:32 PM.

2. Approval of Minutes

2.a June 1, 2026 Cable TV Committee Meeting Minutes

Motion by Pat, seconded by Kathy, to approve the June 1, 2026 meeting minutes.

Vote: Pat, Kathy, Lou, and Richard in favor; John and Jim abstained.

Minutes approved.

3. New Business

3.a. Update on Public Access Director Recruitment

Danica shared that we received about 50 applications, but of those applicants, about 15-20 people matched some of the skills that we were looking for. Danica and Richard reviewed the filtered list of candidates together and selected six candidates to bring in for screening interviews via Microsoft Teams. One applicant that they were going to screen withdrew their application. The questions that were asked to candidates were:

- What made you interested in applying for this position?
- Tell us about your background.
- How do you feel your experience has prepared you for this role?
- Have you read Biddeford's Cable TV ordinance? If so, what is your reaction to it?
- What do you see as the primary purpose of a PEG channel, and what opportunities do you see for public access media in the future?
- Public Access television relies heavily on community engagement. Can you share an example of how you've built participation among volunteers, community groups, schools, or the public?

Of the five that did the first round of interviews, Richard and Danica opted to invite four candidates back for another conversation. This second round will take place in

person with a larger interview panel, and interviews will be scheduled for one hour. The City's IT Director has been asked to participate, and the Mayor is also interested in participating if his schedule allows.

Danica and Richard are looking for another volunteer from the committee to participate. Jim suggested Pat because she is the chair of the Personnel Committee. Pat agreed to be a part of the panel.

Kathy and John asked if the process that we are following aligns with our ordinances. Richard said that the current ordinance has a very limited role for the Committee's involvement in the hiring of a Director. The existing language states that "The Chief Operating Officer shall review the qualifications of any finalist for the position of PEG Access Director with the Cable Committee and shall appoint said person."

3.b Channel Programming Discussion

Channel 85 is still playing a loop of a limited amount of programming. Danica said that there is a playlist with about 35 hours of content, and it is set to randomize what is playing from our selection of programs.

Richard wants to discuss the separation of Channels 3 and 85 as we move forward. He thinks Channel 3 would be better for community programming.

Jim is willing to help with ripping DVDs but did not want to make the decision about what programming to play. He and Danica tested using OneDrive to share the files and it worked well, which will eliminate members having to pass thumb drives back and forth. It took Jim 16 minutes to convert a 56 minute video using VLC. Danica will add Lou to the OneDrive folder so that he can also share files.

Richard is having issues with the wiring of the system in the edit bay because the editing function has been disabled. There is no organizational system for types of cords. Danica offered to order a new cable if needed or to see if IT can help.

John asked how he can watch programming right now. Danica said that if he does not have a cable subscription, he currently can't, but now that Fiscal Year 2027 has begun, we can purchase an online streaming service so that people can watch live on the City website. She will prioritize pursuing this now that funds are available.

John asked if he theoretically wanted to host an event and stream it live to Public Access, would that be a possibility and how far we are from that being an option. Danica said it could be done only in the Council Chambers right now. We are

waiting for a new Director to come on board to tackle the concept of adding new origination points for live streaming.

3.c Maintenance Updates

Ray, City Hall's maintenance manager, has been working in the building and made considerable progress in cleaning up the office spaces. He has cleaned the rugs as best as he can and is working on pest control. Ray told Danica that his next task is to connect with Public Works and get a truck over to the building to remove the large, broken items in the studio such as the washing machine and piano.

4. Old Business

There was no old business to discuss.

5. Other Business

Pat spoke about how much has been accomplished by this Committee in the four months since our first meeting and congratulated the members on their accomplishments. Lou thanked Pat for her leadership with the City Council as they looked to make their decisions about the future of the program. Richard also thanked Mayor LaFountain for his support to revitalize the program.

Danica mentioned that if anyone on the Committee had suggestions about interview questions, they could email them to her. Jim said that it will be important to stress that the program is in "resuscitation mode". Some candidates might not be up for the challenge of tackling that, but the right candidate will see it as an opportunity.

The next regular meeting is scheduled for Monday, August 3. The time for the meeting was moved up to 4 PM. Danica will contact the Committee to schedule a Special Meeting to review the qualifications of the finalist for the position once an employment decision has been made.

6. Adjourn

The meeting was adjourned at 5:25 PM.

John, seconded by everyone. Vote: unanimous.



BARRY DODD

MUNICIPAL COMMUNICATOR | VIDEO PROFESSIONAL

About me

I help turn the day-to-day work of local government into information people can understand and connect with. With more than 30 years of experience in television and video production, I've built a career around storytelling, audience engagement, and community connection.

 (207) 807-8109  doddcom@gmail.com  14 Sebago Lake Rd. Gorham, ME  [linkedin.com/in/barrydodd](https://www.linkedin.com/in/barrydodd)

June 17th 2026

Dear Hiring Team,

Throughout my career, I've been passionate about helping local voices find an audience. That's what drew me to your Public Access Director position in Biddeford.

Over the course of my career, I've worked in broadcast television, community media, and municipal communications, but the common thread has always been helping people connect. From directing live newscasts and managing television production operations to supporting public engagement efforts in local government, I have spent more than 30 years helping organizations communicate with the communities they serve.

What drew me most to this opportunity is the City's vision for revitalizing and growing its public access program. The chance to expand community participation, develop local partnerships, support local content creators, and strengthen connections between residents and their community is both meaningful and energizing. My experience managing television operations, producing video content, mentoring staff and volunteers, and supporting community media initiatives has prepared me to contribute from day one while helping build a strong future for PEG access in Biddeford.

I am particularly inspired by the opportunity to help shape the next chapter of the City's public access services. Successful community media is about more than equipment and programming. It is about creating opportunities for people to share their stories, celebrate their community, and engage with the issues that matter to them.

Thank you for your time and consideration. I would welcome the opportunity to discuss how my experience, skills, and commitment to community media align with your goals for the program.

Sincerely

Barry Dodd

Barry Dodd

+1 207 807 8109 / barrydodd5_sjy@indeedemail.com / Gorham, ME 04038

Summary

Community media and communications professional with expertise in public access television, video production, digital storytelling, and audience engagement. Experienced in creating content that informs, educates, and connects communities through broadcast, online, and social media platforms. Combines strategic communication skills with hands-on production experience and a strong commitment to local voices, civic engagement, and community storytelling.

Work experience

Communications & Creative Services

City of Westbrook, Maine • Westbrook, ME

March 2014 to Present

I serve as the City of Westbrook's Creative Services Administrator, overseeing video production, community media, graphic design, and public engagement support efforts. I produce content for television advertising campaigns, municipal television channels, social media, websites, public meetings, community events, and public information campaigns. I work closely with city leadership and departments to communicate complex information in a clear, accessible, and engaging manner.

I have worked to maintain and upgrade Westbrook's community media services, including ongoing efforts to modernize local programming and transition community media operations to HD broadcasting, while balancing broader organizational priorities and available resources. I have also helped train staff, community contributors, and content creators in video production, content submission, and media distribution processes, supporting broader participation in local media and public engagement efforts.

Significant accomplishments include expanding the city's use of video and digital communications, bringing video production services in-house and eliminating the need for outside production vendors, developing public information campaigns that support municipal initiatives and community events, creating recurring video content highlighting city services and local stories, and helping strengthen communication and collaboration across departments. In 2025, a holiday promotion I produced for the City of Westbrook received a national Savvy Award from 3CMA recognizing excellence in local government communications.

Production Manager

WPFO FOX23 • Portland, ME

April 2003 to December 2013

Served as Production Manager for WPFO FOX23, overseeing broadcast production operations and supporting the station's on-air image, promotion, and creative services efforts. Managed production workflows, coordinated staff and resources, trained production personnel and interns, and ensured high-quality execution in a fast-paced television environment.

Significant accomplishments included directing and producing promotional campaigns, working with both professional talent and community members on-camera, and earning three PromaxBDA awards recognizing excellence in television promotion and creative services. The role provided extensive experience in broadcast operations, production management, team coordination, and audience-focused storytelling.

Creative Services & Live News Director

WVII TV Bangor • Bangor, ME

1997 to 2000

Supported the station's Creative Services Department while directing live evening newscasts and mentoring production staff in broadcast operations and newsroom workflows. I gained experience in both broadcast production and television promotion that

would later lead to leadership roles in creative services and production management.

Education

Broadcast Communications (B.A.S.)

New England School of Communications • Bangor, ME

September 1993 to May 1995

Skills

Adobe Creative Suite

Musician

VoiceOver

Management

Volunteer management

Directing

Cinematography

Creative writing

Live-Switching Broadcast/Streaming

Certifications

Institute for Civic Leadership (ICL)

April 2026 to Present

Completed the Institute for Civic Leadership (ICL), an experiential leadership program through the Maine Development Foundation focused on collaborative leadership, civic engagement, and cross-sector problem solving.

Included an Outward Bound leadership component emphasizing team dynamics, communication, and decision-making in complex, real-world environments. Applied directly to municipal communications and public engagement work in Westbrook.