

Windham Cable Advisory Board  
Meeting October 2, 2025

The meeting was called to order at 7:02 by Chair Leo Hart. Members also present were Dan Pascarella, Roger Hohenberger, Robert Coole, Tom Nolan and Barbara Coish. Kelly McLaughlin Studio Coordinator was also in attendance. The meeting began with the Pledge of Allegiance. Correspondence was first on the agenda. There were several letters from Comcast regarding channel changes and cancelations/eliminations. Kelly also printed the copies of Franchise Fee checks received this year. This money is deposited directly into the General Fund of the Town.

February 3, 2025 - \$62641.92

May 7, 2025 - \$64600.42

August 1, 2025 - \$63536.67

The Financial Report shows the following:

This year's budget shows cable to be running on schedule in all categories.

The Budget for 2026 is unchanged except for a possible \$300.00 reduction in contracted services and telephone will be under the Town. The only increase is the annual increase in salaries and benefits. The Special Funds Account sits at \$373,110.87. Bob Coole wishes to speak to the Town Treasurer about moving the Enterprise Money Market portion to a place with better interest. Administration and Selectmen are interested in knowing exactly what restrictions are on this money. We have purchased items such as upgrades to the Planning Department studio, table and chair covers, chairs for Town Hall upstairs, equipment upgrades and videographers are paid from the account. Kelly is going to research exactly what the additional restrictions might be. It has always been the aim of the Board to save most of this money toward equipping a new studio when a new Town Complex is constructed.

Kelly's Coordinator's Report was shared. Over 100 meetings have been cablecast LIVE and are available on VOD. Many special events were covered including holiday programs, elections and many recreation events. The Coordinator's Report will be attached to these minutes for clarity and information.

In her report, Kelly is requesting to purchase new recording decks for each studio and the control room. This will allow recording to SD hard drives. The cost of these is \$2000.00 for each of three units. Dan Pascarella moved; Barbara Coish, second to purchase these digital recorders for up to \$6000.00 with the money to come from the Special Fund. Vote affirmative 6-0.

The Live Stream and Video on Demand Report shows consistent viewing, The WHS graduation was popular streaming with almost 500 viewers. Planning and Zoning meetings continue to be the most highly viewed meetings On Demand with the average viewing time of 31 minutes.

The minutes of 11/21/24 were approved. Bob Coole moved; Roger Hohenberger second. Vote affirmative 6-0.

Kelly and Leo have discussed going back to a quarterly schedule of meetings which the Board approved.

The meeting adjourned at 7:51pm.

Minutes submitted by,  
Barbara Coish

**WCTV Coordinator's Report**  
**September 18, 2025**

# DRAFT

## Government Channel:

- WCTV Government Channel is Comcast Channel 6.
- All meetings were recorded including Board of Selectmen, School Board, Planning Board, Zoning Board of Adjustment, Conservation Commission, and various Subcommittee meetings.
- Town public meetings air LIVE on WCTV unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

## Public Access Channel:

- WCTV Public Access Channel is Comcast Channel 8.
- Channel 8 includes original locally produced programs from Windham and surrounding communities.

## Education Channel:

- WCTV Education Channel is Comcast Channel 22.
- School public meetings air LIVE on WCTV Channel 22 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

## Community Bulletin Board:

- WCTV Community Bulletin Board is Comcast Channel 16.
- The WCTV community bulletin board provides a weekly program schedule and community announcements. If you would like an announcement posted, email [cable@wctv21.com](mailto:cable@wctv21.com)

## WCTV Special Coverage/Programs:

- Holiday Seasonal Programs
- WSD Holiday Concerts
- March Elections
- April Easter Egg Hunt
- WSD Spring Concerts
- Memorial Day Parade and Ceremony
- McMahan Field Dedication
- Town Day Celebrations
- 9/11 Ceremony

## WCTV Updates:

- “Town Talk” hosted by our new Town Administrator Michael Branley has started production. The first guest was Mark Samsel, chair of the Board of Selectmen followed by Alex Mello, director of Community Development Department. Shows are scheduled to be taped monthly.
- WCTV seeks board approval to purchase new recording decks for each of the control rooms. These recording decks will record digitally to SD hard drives. This new technology will replace recording to DVD. All videographers will be trained on this equipment once in place.

Kelly McLaughlin  
WCTV Coordinator

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