

# DRAFT

Windham Cable Advisory Board

Meeting of December 18, 2025

The meeting was called to order at 7:05 by Chairman Leo Hart. Members also present were Roger Hohenberger, Dan Pascarella, Tom Nolan, Barbara Coish and Bob Coole. Kelly McLaughlin, Cable Coordinator was present and presented the agenda.

The meeting began with the Pledge of Allegiance.

Correspondence was received from Comcast. Letters noted channel changes. The quarterly check to the Town was received dated 9/30/25 for the sum of \$62,110.00.

The Coordinator's Report was read and will be attached to these minutes for clarity. Several events were covered since the last report and are being cablecast.

The report for Videos on Demand shows School Board Meetings and Planning Board Meetings peaked the highest viewership. The Live Stream Report showed a similar result in viewership.

The new recording devices approved at the last WCAB meeting have arrived and will be installed at the Planning Department studio and Golden Brook School studio.

Kelly is proposing that the Board approve purchase of a new playback system. Programming would now be hosted on our website. Kelly has obtained a price from Telvue. The Board wishes to have two other possible quotes from other companies. This purchase would come from the Special Funds and will need to be approved by Selectmen.

Motion was made by Dan Pascarella; second by Roger Hohenberger to go out to bid for new playback equipment to get an apple to apples comparison. Vote unanimous.6-0.

Roger brought up the subject of being able to go LIVE once again from Town Hall. Many in the community have asked about this issue. To do this may be cost prohibitive and the room cannot be permanently setup up. The idea of a small "studio" in the closet or kitchen was mentioned.

Motion was made by Roger Hohenberger; second by Dan Pascarella to have Kelly investigate the costs and logistics to be able to cablecast live from Town Hall and report back at the next meeting. Vote unanimous 6-0.

The previous meeting minutes were approved as written. Bob Coole moved; Roger Hohenberger second. Vote unanimous 6-0.

Kelly provided lovely snacks and we took photos for Kelly to use on the WCTV page.

Meeting adjourned at 7.50pm

Minutes submitted by

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Barbara Coish

## WCTV Coordinator's Report December 18, 2025

### 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.
- Windham School Board public meetings air LIVE on WCTV Channel 22 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

### Government Channel:

- WCTV Government Channel is Comcast Channel 6.
- Town public meetings air LIVE on WCTV unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.
- Meetings recorded include Board of Selectmen, Planning Board, Zoning Board of Adjustment, Conservation Commission, and Economic Development Committee.

### WCTV Special Coverage/Programs:

- Town Talk
- Harvest Fest
- WFD Open House
- WSD Holiday Concerts
- Tree Lighting
- Senior Christmas

### WCTV Updates:

- WCTV Live Meeting record stations will soon be equipped with new recording devices approved at the last WCAB meeting. Units have been delivered and will be installed soon. Training for staff will be provided.
- WCTV requests the WCAB approval to update the playback and live recording system for the main studio using Cable Special Funds.

**DRAFT**

Kelly McLaughlin  
WCTV Coordinator

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