

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.