

CATV Special Committee Meeting Minutes

Date: September 4, 2025
Time: 4:31PM – 5:07PM
Location: Howard Office Building
ITS Enterprise Conference Room
700 President Ronald Reagan Way
Nashville, TN 37210

Committee Members Present: Jackie Shrago (Chair), Tim Garrett (Vice Chair), Joan Fleming, Allen Williams, Darryl Wilson, Cassandra Easley

Others in Attendance: Dawn Clark (Assistant Director of IT Services), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Phylinda Ramsey (Metro Legal), Erica Haber (Metro Legal), Larry Jirik (NPL IT Director), Cameron McCasland (PEG Studio Manager, Nashville Public Library), Eric Lowy (PEG Studio Staff, Nashville Public Library),

Committee Members Absent: Vacant Board seat.

Welcome: Ms. Jackie Shrago called the meeting to order at 4:31PM

Minutes review & approval: Motion from Mr. Tim Garrett to approve 07/30/24 meeting minutes. Mr. Allen Williams seconded the motion, and it passed unanimously.

Election of Officers: Ms. Shrago opened the floor for annual election of Committee Chairman and Vice Chairman. Mr. Tim Garrett formally nominated Ms. Jackie Shrago to the position of Chairman. With no other nominations and seconded by Mr. Allen Williams, the Committee voted unanimously in favor. Ms. Shrago nominated Mr. Garrett to the position of Vice Chairman. With no other nominations and seconded by Mr. Williams, Mr. Garrett was elected unanimously.

Open Business:

Franchise Fee Settlement with Comcast: Staff and Metro Legal provided the committee with the proposed settlement agreement franchise fee for review and a resolution to Metro Council to approve the settlement agreement of \$260,000 between the Metropolitan Government of Nashville and Davidson County (Metro) through the Information Technology Services Department and Comcast of Nashville, LLC.

Mr. Garrett requested a point of order for clarification that the committee was not the final approval for this settlement agreement. Ms. Phylinda Ramsey, Metro Legal, explained that the committee is only recommending Metro Council to accept the proposal.

Mr. Garrett asked how the change of Comcast moving from a local franchise agreement with Metro to a State franchise agreement will impact this committee. Ms. Ramsey informed the committee that Metro will still receive the 5% that Comcast is obligated to pay for right-of-way use. A question was raised about who would initiate any audit of Comcast in the future and Metro Legal advised that they need to investigate that before answering definitively but would likely have to flow through the State.

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Mr. Garrett made the motion that the committee recommend the settlement agreement as written. Mr. Williams seconded the motion. The committee voted unanimously to recommend Metro Council accept the settlement agreement.

Franchise Funds: Mr. Chris Singleton, IS Division Manager for Metro Nashville Network (MNN), began with a review of the PEG Capital Fund. Both MNN and the NECAT requested allocations came in under budget. Additionally, the relocation of the NECAT head-end was postponed indefinitely as the Nashville Public Library (NPL) and Metro has successfully extended the studio lease with Nashville State Community College for now. There was also no use in the \$30,000 emergency maintenance allocation for the PEG Studio. These savings brought the fund balance from the projected \$1,241,865 to \$1,321,030.

The PEG Support Fund received \$207,375 from Comcast, DIRECTV (Uverse) and United Communications as per the state franchise agreement based on the cable video subscribers as of December 2024. Mr. Singleton notified the committee that Metro received a letter from the State of Tennessee that Hotwire Communications has applied for a state franchise beginning in 2025 for the Metro area and will be added to the group.

Mr. Singleton presented a proposal of \$101,374 for Metro Nashville Network (MNN), to be allocated for the purchase of new replacement equipment over 4 separate projects that will include a Head-end update and additional mobile production units. Mr. Singleton explained that MNN now covers 40 boards and commissions for Metro.

As for the PEG Studio, Mr. Singleton requested the sum of \$56,582 to purchase equipment that members and NECAT staff have specifically requested for the 5 projects at the PEG Studio. Additionally, Mr. Singleton requested on behalf of the Nashville Public Library and NECAT that the sum of \$30,000 be available for any emergency maintenance and/or repair work. Should the money not be needed, it would roll back into the fund.

The grand total of the PEG Capital Fund minus the requested purchases would leave \$1,340,449 that would continue to be earmarked for a new PEG Studio. Mr. Darryl Wilson made a motion to approve the funds proposal as outlined by Mr. Singleton. Mr. Williams seconded the motion. The vote was unanimous.

New Business:

The committee designated the next meeting to be held in the last week of April, 2026.

Close and Adjournment:

Ms. Shrager asked if there was any other business and seeing none, she adjourned the meeting at 5:07PM

*Submitted by Chris Singleton
September 11, 2025*