

Connecticut Spectrum Management Association

Meeting Minutes

Emergency Operation Center
321 Olcott Street
Manchester, CT

October 28, 2018

President Paul Gibson called the meeting to order at 10:02 AM.

Officers present were:

President	Paul Gibson (N1TUP)
Vice President	Rod Lane (N1FNE)
Secretary	Dan Thayer (W1CDT)
Treasurer	Fran Miele (W1FJM)
Director-860 & Freq. Coordinator	Dana Underhill (KB1AEV)
Director-203	Curt Seaton (W1FSM)
Director at Large	George Carbonell (N1RMF)
Director at Large	Bruce Marcus (N1XG)

In attendance were:

Don (K1CMM), Peter (KB1KZC), Steve (KB1RRR), Nick (KB1SNL), Steve (KB1YLQ), James (N1GTL), Bill (N1JBS), Michael (N1PLH), Bob (WA1MIK), Greg (WR1Z).

Old Business:

- The Minutes of the October 29, 2017 meeting were read by the Secretary. A motion to accept the Minutes as read was made and seconded, and approved by voice vote.
- The Treasurer's Report was presented by the Treasurer. The October, 2017, beginning balance was \$3271. Expenses were \$160 for computer host fees. There was no income. The ending balance was \$3111. A motion to accept the Treasurer's Report as present was made and seconded, and passed by voice vote.

New Business:

Dana Underhill reported on the general status of frequency coordinations:

- There continues to be a number of repeaters whose coordination has expired, and have failed to respond to CSMA's emails and letters advising them that they must renew every 3 years.
- 8 attempts are made via email to advise the repeater's owner or trustee of the expiration. Calls and letters are also made when possible.
- In a reiteration of previous years, Underhill stated that 6 months after the expiration, barring any information or response from the coordinated party to the contrary, the coordination is considered to be abandoned. The coordination is removed from CSMA's on-line listings, although there may be a repeater on that frequency pair.
- CSMA is unable to protect a coordination if it is permit it to expire without action. Requests from within Connecticut for coordination of a frequency pair with an expired coordination will be honored, although the applicant will be advised that there may well be an uncoordinated repeater on that frequency.

- Likewise, CSMA cannot protect expired coordinations from cross-coordination requests from neighboring states.

There was further discussion regarding the following:

- Underhill stressed the need to provide a Letter of Concurrence from the repeater owner or governing body when changing a repeater trustee.
- Underhill reported on problems being experienced with a repeater in New Jersey that is a co-channel user with a coordinated Bridgeport, CT repeater. The New Jersey repeater wishes to dramatically increase its antenna height and ERP, creating interference for the Bridgeport repeater. Underhill stated that he has repeatedly denied the New Jersey request. The matter remains unresolved as of this date.
- Underhill reported that the repeater data which was provided by CSMA to RFinder was not utilized to produce the latest ARRL "Repeater Directory". CSMA could not readily provide the information in the format required by RFinder. Moreover, RFinder wanted the information provided to them for free.

The ARRL previously paid CSMA \$1.00 for each listing provided to them to produce the League's directory. That money was CSMA's sole income. CSMA has since elected to cease providing that information through RFinder. It is CSMA's contention that CT repeaters may be found for free on the CSMA website, which is the most accurate listing available.

- Greg (WR1Z) inquired about 2-meter coordinations of D-STAR repeaters in the western portion of the State. Underhill replied that coordination requests would be accepted, but they would likely not be approved due to frequencies usage in neighboring states. He further advised that requests for coordination of 440 MHz D-STAR repeaters would probably be more fruitful.
- Bob (WA1MIK) posed a question regarding the coordination of RF links. He said they didn't appear in the Internet listings.

Underhill replied that link frequencies are recorded by CSMA, but for security reasons they do not appear in a public file. Persons seeking to coordinate an RF link should utilize the same forms and procedures used when seeking repeater coordination.

Election of Officers

CSMA officers serve staggered 3-year terms. This year the offices subject to election are:

President
Treasurer
Director-860

All incumbents indicated their willingness to serve another term. There were no nominations from the floor. A motion was made and seconded to elect the incumbents for another 3-year term.

There was no discussion, and the motion passed by unanimous voice vote.

The following were elected to a 3-year term:

Paul Gibson (N1TUP)	President
Fran Miele (W1FJM)	Treasurer
Dana Underhill (KB1AEV)	Director-860

Loss of Coordination

There was a general discussion regarding the length of time a repeater coordination would remain in effect after all the required renewal notices have been issued by CSMA, and have gone unanswered.

Underhill noted for all that Policy 17-3 states that coordination is lost six (6) months after the expiration date of the coordination.

At that time, the expired coordination is removed from CSMA listings. Conceivably, the involved frequencies could conceivably be coordinated to another licensee, although the previously-coordinated repeater remains in operation.

Underhill said that CSMA will cooperate with coordinated repeater operators experiencing difficulty in renewing their coordination. However, operators of coordinated repeaters who chose to ignore CSMA renewal notices, fail to provide updates to their contact information, and otherwise fail to respond to efforts to contact them by CSMA shall be considered to have abandoned their coordination at its expiration.

Amendment of Policy 17-3

There was a general discussion regarding the use of electronic notifications to coordinated repeater operators by CSMA. Presently, notice must be made by 1st Class US Mail, and then by Certified US Mail.

It was suggested that the hierarchy be amended to include electronic means such as email. Bruce (N1XG) moved to amend Police 17-3 to provide for electronic means as the first method of notification followed when required by 1st Class US Mail, and Certified US Mail.

The motion was seconded, and after a brief discussion was passed by unanimous voice vote.

CSMA Records

There was a discussion concerning the completeness of CSMA records.

This was initiated by a repeater trustee who sought to renew his repeater's coordination and found that he was required by the software to provide a lot of technical data and contact information in order to accomplish what he had anticipated to be an easy task.

Underhill informed the group that Connecticut coordination files had originally all been on paper. These records were subsequently converted to EXCEL files. The EXCEL files in turn were converted to the computer records currently maintained by CSMA. In many cases, information is missing in the files.

When the coordination is renewed, this information must be provided to proceed. Once the information is provided, subsequent renewals will not require the reentry of the information, and should be accomplished quickly.

On-Line Minutes

It was noted that the on-line minutes were only available up to 2013. Gibson said that minutes will be available on-line going forward.

There being no further business to come before the group, a Motion to Adjourn was made and seconded, and approved by unanimous voice vote.

President Gibson adjourned the meeting at 11:21 AM