

Connecticut Spectrum Management Association

Meeting Minutes

ZOOM Meeting

October 23, 2022

President Paul Gibson called the meeting to order at 10:02 AM.
(The meeting was conducted on-line via Zoom software, to reduce participant travel-time.)

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 (K4JCS)
Director at Large	George Carbonell (N1RMF)
Director at Large	Bruce Marcus (N1XG)

Also participating were:

Don Gouin (K1CMM), Steve Urso (N1CM), Mike Walter (W8ZY), and Paul Meunier (WO1B).

Old Business:

- The Minutes of the October 17, 2021 meeting were read by the Secretary. A motion to accept the Minutes as read was made (Gouin) and seconded (Underhill), and passed by voice vote.
- The Treasurer's Report was presented by the Treasurer. The October, 2021 beginning balance was \$2,534. Expenses were \$50. There was no income. The ending balance was \$2,484. A motion to accept the Treasurer's Report as presented was made (Underhill) and seconded (Thayer), and passed by voice vote.
- Underhill reported that the proposed adoption of the NESMC Coordination Application flowchart and "How To..." documentation was stalled for technical reasons, despite his efforts to obtain permission for their use. He had decided that he and President Gibson will develop a flowchart and instructions unique to CSMA.

This was an Action Item from the CSMA meetings of 2020 and 2021.

- Underhill reported that expired coordinations have been removed from the CSMA database, with the exception of those that had contacted the Coordinator stating specific extenuating circumstances that warranted some forbearance on the part of CSMA. The removed expirations included Construction permits that were not followed up or carried forward in a timely manner.

This was an action Item from the 2021 CSMA meeting.

(continued)

Old Business (cont.)

- Underhill reported that applications are being received seeking coordination on frequency pairs that have uncoordinated repeaters present on the requested frequencies. These uncoordinated repeaters are the result of the expiration of a coordination, or the failure of the operator to have ever obtained coordination. Underhill is advising applicants of the conflict and the possibility of interference. He is also informing applicants that it is their responsibility, and not that of CSMA, to resolve interference problems with the other repeater's operator. He is further informing applicants that no Final Coordination shall be issued until both parties have indicate their acceptance of the interference resolutions.

This was an action item from the 2021 CSMA meeting.

- Underhill reported that coordination applications that had been held in abeyance due to technical concerns have been subsequently denied, with the reason for the denial provided to the applicant. This will continue to be the Coordinator's practice going forward.

This was an action item from the 2021 CSMA meeting.

New Business:

- Underhill reported that there has been a recent failure of the email associated with the CSMA website. Coordination applications are not being forwarded to the Coordinator, and the weekly emails of coordination status are not being sent to the CSMA Officers. A resolution is being actively pursued, but the Coordinator will be regularly checking for applications on the website.
- It was noted that the filing link in the CSMA Coordination Guidelines, Policy 8, 13, and 16 was "broken", and needed to be changed. A motion to change those references to efile.ctspectrum.com was requested by Underhill, made (Marcus) and seconded (Thayer) and passed by voice vote. President Gibson said he would make those changes.
- Underhill requested the deletion of text in the CSMA Coordination Guidelines, Policy 14.D. The subject text reads: "For example: An established wide area emitter should tolerate minor loss of fringe coverage and the occasional inadvertent access, to allow a new emitter to provide needed service in a location distant from the first." A motion to strike the referenced text was made (Gouin) and seconded (Thayer), and passed by voice vote.
- Underhill noted that Section 15.B. of the CSMA Coordination guidelines contain a reference to a maximum of 4.5 kHz deviation. This is no longer accurate, as there are many types of emissions in use. After discussion it was moved (Marcus) and seconded (Thayer) to remove this language. It was passed by voice vote.

Going forward, an addendum will be generated by the Coordinator, specifying current maximum by emission type, and referenced where appropriate in the Guidelines. It was agreed this would permit the Coordinator to make technological changes as required, without necessitating a vote by CSMA membership.

- Election of Officers

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

Director at Large (Incumbent – Carbonell)
Director at Large (Incumbent – Marcus)

(continued)

New Business (cont.,)

There were no nominations from the floor.

The two (2) incumbents indicated their willingness to serve another term.
The President directed the Secretary to cast a single ballot for each of the incumbents

The following were elected to a 3-year term ending 12-31-25.

Director at Large
Director at Large

George Carbonell (N1RMF)
Bruce Marcus (N1XG)

There being no further business to come before the group, a Motion to Adjourn was made (Thayer) and seconded (Meunier), and approved by unanimous voice vote. President Gibson adjourned the meeting at 11:00 AM.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING