

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

DRAFT
Sandown Cable Access Board Meeting
Town of Sandown, NH

Meeting Date: Tuesday, November 26, 2013
Type of Meeting: Public
Method of Notification: Public posting – Town Hall & Post Office
Meeting Location: Town Hall, Second Floor

Members Present: Susan Godin – Chairman, Loraine Borin, Chris Donnellan – Station Manager and Tom Tombarello – Selectman Ex-Officio.
Recording Secretary: Sue Reynolds

Meeting was called to order by Susan Godin at 7:00pm.

Susan asked the Board to review the minutes of Tuesday, September 24, 2013.

Motion by Loraine Borin to accept the minutes of Tuesday, September 24, 2013 as written.

Seconded by Susan Godin.
In Favor Susan Godin and Loraine Borin.

Abstain, Tom Tombarello
Motion passes 2-0-1

Susan asked the Board to review the minutes of the workshop held on October 15, 2013.

Motion by Loraine Borin to accept the minutes of the workshop on October 15, 2013 as written.

Seconded by Susan Godin.
In Favor Susan Godin and Loraine Borin.

Abstain, Tom Tombarello
Motion passes 2-0-1

31 Susan said the Committee is still working on the Comcast agreement. Chris Donnellan
32 said the Brian from Comcast came in with this technical manager a few weeks to look at
33 the cable infrastructure within the Town Hall. Chris said their recommendation is to
34 upgrade the Comcast equipment in the Chanel 17 studio. He said the terminology for this
35 equipment is called Radiant. Chris also said that Comcast is looking into the live drops at
36 the Recreation building and the library and the cost of it as well. Chris said the
37 alternative to doing this is to put in a cable modem at those locations but Chris doesn't
38 feel that would work well for volunteers that don't know how to use the equipment that
39 well. Chris said Comcast is also going to look at the outside cable wiring.
40 Susan Godin said she received an email from Gordon Champion asking Chris to put
41 together a Capital Grant Request for video and audio equipment he is in need of for the
42 studio so they can include it in the Comcast contract. Chris said he will contact Gordon
43 to see exactly he is asking for.

44

45 Richard Lewis came before the Cable Committee asking to come back as a Cable
46 Committee member. Richard said he was previously on the Committee and gave his
47 resignation a few months ago. Richard said he is interested in being a member if there
48 are worthwhile things for him to help with. Richard said he has a technology background
49 and would like to help the Committee. Selectman Tombarello suggested that Richard
50 contact Lynne in the Selectmen's office and resubmit his letter and Selectman
51 Tombarello said he will discuss it at the next Selectmen's meeting.

52

53 Selectman Tombarello said there are a lot of Boards in Town that are looking for
54 members. The Cable Committee is a 5 member board with only 3 members at this time.

55

56 Susan Godin said according to the meeting schedule the next Cable meeting is Tuesday,
57 December 17th at 7pm.

58

59

Station Manager's Report

60 Chris Donnellan passed around the past two months finance reports for the Committee to
61 review and sign. He said the account balance was approximately \$39,000.00 minus some

62 expenses plus the latest franchise check in the amount of \$13,000.00. He submitted a few
63 invoices for the Committee to approve. The first one is from My PC for \$180.00, which
64 is a two year agreement for remote access to Chanel 17. Chris said this allows him to fix
65 any problems from home. Chris said at the last meeting the Cable Committee talked
66 about purchasing a curtain for the stage area at the Town Hall. He said he did some
67 research on this and found a company in Town that supplies the curtains. He said that he
68 did get 2 quotes to compare. Chris said there are two types of curtains, one is velour and
69 needs to be treated which won't last forever and it also has to be tested annually. The
70 other is a polyester material that is naturally fire retardant and stain resistant. The cost
71 for the polyester curtain is \$3,200.00 and the quote for the velour curtain is \$3,900.00
72 which includes the curtain and the track as well. Chris recommends going with the
73 polyester curtain as it may be a little more expensive but doesn't have to be treated. The
74 Committee likes the hunter green color and Tom Tombarello asked the Committee to
75 speak with Lynne and Paula in the office as they are looking into window coverings and
76 they should probably match.

77 Chris also asked the Committee to approve the amount of \$384.95 to purchase new
78 Microsoft Office software for the stations computers. He is currently working with the
79 2003 version. Chris said there are several ways to purchase this and he would like the
80 disks so if the software needs to be reloaded he has the disks accessible. This software
81 comes with Word, Excel, Power point, One Note and Outlook.

82 **Motion by** Tom Tombarello to authorize Chris Donnellan to purchase Microsoft Office
83 Home and Business 2010 software not to exceed \$384.95.

84 **Seconded by** Loraine.

85 **In Favor**, Susan Godin, Loraine Borin and Tom Tombarello.

86 **Motion passes unanimously.**

87

88 Chris also asked the Committee to approve a new snake with 8 lines instead of 6. He said
89 the current one is 5 years old.

90 **Motion by** Loraine Borin to authorize Chris Donnellan to purchase a new Little Bro
91 snake with 8 lines not to exceed \$100.00.

92 **Seconded by** Susan Godin.

93 ***In Favor***, Susan Godin, Loraine Borin and Tom Tombarello.

94 ***Motion passes unanimously.***

95 Chris said the old one can be used as a backup if needed.

96

97 Chris said he also researched some speakers for the editing computer. He said that he

98 currently uses headphones but can't allow others to hear it as he is showing it to them.

99 The cost of the speakers is \$21.99.

100 ***Motion by*** Susan Godin to authorize Chris Donnellan to purchase speakers for the editing

101 computer amount not to exceed \$22.00.

102 ***Seconded by*** Tom Tombarello.

103 ***In Favor***, Susan Godin, Loraine Borin and Tom Tombarello.

104 ***Motion passes unanimously.***

105

106 Chris said he is looking into replacing the cameras in the town hall area. They are

107 approximately \$3,600.00 but he needs to gather more information first. Chris also said

108 he would like to wait for Comcast to come in and do their evaluation and replacement of

109 what they are going to do before he purchases new cameras.

110

111 Chris said Sandown Roundup is well. Last month they did an interview with the Boy

112 Scouts and the Spook Walk and also the Eagle Projects. He said next month they will be

113 interviewing the Lions Club and he did an interview with Chief Gordon. Chris said

114 through the interview with the Chief he came up with an idea for a TV show. Chris said

115 the Chief has photos of damaged property in Town and he could air it to see if anyone

116 can identify the vehicle. The Committee thought this would be a good idea. Richard

117 Lewis asked if other Towns in the area are doing this as well as they can share

118 information and help each other out. Tom Tombarello said he will be speaking with

119 Donna Greene in regards to the Round Up show in regards to the County Commissioner

120 information. Chris asked the Committee to go into the studio to see a video on littering in

121 Sandown.

122

123 Susan Godin said they are always looking for new members and the next meeting is
124 Tuesday, December 17th.
125
126 Meeting adjourned 8:00
127 Respectfully submitted,
128 Sue Reynolds