

DRAFT

Sandown Cable Access Board Meeting

Town of Sandown, NH

Meeting Date: Tuesday, January 28, 2014

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 Gordon Champion.

Not Present: 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 November 26, 2013.

Motion by Loraine Borin to accept the minutes of November 26, 2013 as written.

Seconded by Richard Lewis.

In Favor Susan Godin, Loraine Borin and Richard Lewis.

Motion passes unanimously

Gordon Champion will update the Committee in regards to the Comcast proposal.

Gordon stated that he has completed the first 5 sections of the proposal to Comcast and he is currently working on Article 6, which is the PEG Access Channels and he has renamed it to the PEG Access Programming Channels and Support. Gordon said he said there are a few different ways to approach this. He said the wording can be changed to ask Comcast to replace equipment or a Capital Grant can be requested which would allow the Station Manager to purchase the equipment that is needed. Gordon recommends asking for a smaller grant and also some equipment to be replaced as there is a large

31 amount of money in the Cable account and feels they will have a better chance of
32 Comcast giving them a smaller grant. Gordon said he will be talking with Lynne
33 Blaisdell in regards to the INET and getting all Town buildings on an infrastructure so
34 they can communicate with each other. Gordon said that Comcast must provide all the
35 equipment for this. Chris Donnellan stated that the met with Comcast and they are
36 willing to replace their modular/demodular system with Radiant equipment. He said this
37 was Comcast's contribution of the grant, which is estimated at \$30,000.00. Chris said he
38 did talk to Comcast in regards to the INET and Brian (from Comcast) said that they no
39 longer do INETS for municipalities. Chris also said that according to the Cable By-Laws
40 that all franchise fees are for the cable use only and reminded the Committee that they
41 already voted to increase the Franchise fees to 5%. Richard Lewis wondered if the
42 wording in the contract will be changed to reflect the Town asking for a grant and also
43 some equipment and Chris said yes, that is what Gordon is working on. Susan Godin
44 said that the Committee is looking at a 10 year contract with Comcast. Susan also asked
45 to have Brian (from Comcast) to come to the April meeting. Gordon said that he will
46 have most of the proposal completed by the February meeting and all of it completed
47 prior to the March meeting. He said he will get the final proposal to the Committee prior
48 to the March meeting so the Committee will have time to review it prior to the March
49 meeting. The Committee can discuss the final proposal at the March meeting and make
50 any changes at that time. Gordon said after that point he will forward the final proposal
51 to Brian (from Comcast) for his review prior to him coming to the April 22nd meeting.
52 Chris said that he spoke to Access AV in regards to doing an audit for the Cable
53 Committee and the cost is \$1,280.00 as they this will take about 30 – 40 hours. Chris
54 said the audit would help the Committee determine how much would be needed from
55 Comcast for the station. Gordon feels that \$1,200.00 is too much to pay for the audit and
56 referred Chris to a non-profit organization, AC Media and they won't charge for the
57 audit. Chris said he will contact them. Richard Lewis said he would like to revisit the
58 Franchise fees after they hear back from Comcast as he feels that increasing them to 5%
59 is too high. Gordon said that Comcast is currently working on increasing their rates by
60 4.5% and also feels that increasing the Franchise fees to 5% is too high. It was also
61 mentioned that the BOS need to approve the final contract and may have a hard time with

62 the increase to 5% as well. Richard Lewis said he will create a spreadsheet for the
63 Committee with Franchise fees ranging from 2 – 5%. Susan Godin said the Committee
64 also needs to go before the BOS and feels the Town attorney should review the contract
65 as well. It was suggested that the BOS and Town attorney review the contract at the
66 same time. Loraine will contact the BOS to see if they can get on the April 21st agenda.

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Station Manager's Report

69 Chris handed out a packet to the Committee members. The Committee reviewed the
70 purchase of the stage curtain and Chris stated that the NE Stage & Shade company's
71 proposal is \$2,997.00 with a heavier flame retardant fabric than the proposal from BN
72 Productions proposal of \$3,900.00. The Committee agreed to go with the proposal from
73 NE Stage & Shade. Chris said he will look into the country of origin of the material.
74 Chris submitted his draft submission to the Town Report. He said he updated what
75 Channel 17 has been doing for the past year. He also said the best way for anyone to
76 reach Channel 17 is through the Town's website. Chris stated they are not doing the
77 Sandown Round Up for the month of February as Donna Greene is very busy with the
78 school budget. He said he did interview Nelson Rheaume and Paul Godin from the
79 Senior Affairs Transportation Committee and will air this in February instead of the
80 Round Up. Chris said the schedule on Channel 17 is now working and he also purchased
81 all of the items that were approved at the previous meeting. Chris gave the committee an
82 estimate for upgrading the cameras in the Town Hall.

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Correspondence

85 Chris read a letter that he received from Robert Nickerson of 171 Main Street that said
86 that Robert has been in dispute with Comcast for the past 8 months over his bill. Robert
87 stated that he would like this issue resolved prior to the Town entering into a new
88 agreement with Comcast. The letter will be given to Selectman Tombarello to contact
89 Comcast as he is the liaison to the Cable Committee. Richard Lewis suggested that
90 Selectman Tombarello contact Brian from Comcast, as he is the one that is working with
91 the Town's negotiations.

92 Chris also said that he received a letter from Comcast that is the Annual Customer Notice
93 and maybe this can be used when talking about the previous case.

94 Chris reminded everyone to come out to Deliberative Session this Saturday at 8am at the
95 Town Hall and that the School Deliberative Session is Thursday, February 6th at the PAC
96 at 7pm.

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98 Susan Godin said that the next meeting is scheduled for February 25th at 7pm.

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100 Meeting adjourned 8:00

101 Respectfully submitted,

102 Sue Reynolds