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DRAFT
Sandown Cable Access Board Meeting
Town of Sandown, NH

Meeting Date: Tuesday, February 25, 2014

Type of Meeting: Public

Method of Notification: Public posting – Town Hall & Post Office

Meeting Location: Town Hall, Second Floor

Members Present: Loraine Borin, Richard Lewis, Chris Donnellan – Station Manager
and Tom Tombarello – Selectman Ex-Officio.

Not Present: Susan Godin

Recording Secretary: Sue Reynolds

Meeting was called to order by Loraine Borin at 7:00pm.

Loraine asked the Board to review the minutes of January 28, 2014.

Motion by Richard Lewis to accept the minutes of January 28, 2014 as written.

Seconded by Tom Tombarello.

In Favor Loraine Borin and Richard Lewis.

Abstain Tom Tombarello.

Motion passes 2-0-1

Old Business

Loraine Borin stated that the Cable Committee requested to be on the Selectmen’s agenda of their April 21st meeting to present the updated Comcast proposal for their review and approval. Chris Donnellan stated after the BOS review the contract it should be sent to the Town Attorney as well. The Cable Committee agreed. It was stated that once the BOS review and agree to the proposal they will forward the contract to Comcast. Richard Lewis said he will reach out to Brian Christensen from Comcast and invite him

31 to the April 22nd meeting. Loraine asked Chris if there is anything else outstanding that
32 Gordon needs to answer and Chris said Gordon emailed him and also left a letter for Tom
33 Tombarello to review at tonight's meeting. Tom Tombarello passed the letter around to
34 the Cable Committee for review. Gordon's letter stated in the letter that he feels that the
35 franchise fees of 5% is too high. Tom gave the letter to Loraine and she said she will
36 copy it and distribute it to the rest of the Committee.

37

38 Update on the curtain for the stage – Chris said that the curtains are made in the USA.
39 He recapped that NE Stage and Shade quote of \$1,898.00 for the curtain and \$1,099 for
40 the hardware for a total of \$2,997.00.

41 **Motion by** Richard Lewis to recommend to the BOS NE Stage and Shade proposal for
42 the stage tracking system and curtain in the color of hunter green (#1041).

43 **Seconded by** Loraine Borin.

44 **In Favor** Loraine Borin, Richard Lewis and Tom Tombarello.

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Station Manager's Report

47 Chris said he received a request for political advertising on Channel 17. Chris feels they
48 should allow the local candidate to present them with a slide to be put on Channel 17 and
49 also to invite all candidates within the town to do the same. Loraine said a few years ago
50 they did a "meet the candidate" night that was aired on Channel 17 and Chris said that
51 was sponsored by a committee in town. Richard Lewis said the Committee should allow
52 equal access to all candidates but it is not the Committee's responsibility to solicit this
53 information to the candidates. Chris said according to the political rules for advertising
54 there needs to be a likeness of the candidate on the advertisement. Richard said he didn't
55 read anything on that and Chris stated that he didn't read it in the recent documents, but is
56 aware of it because of his broadcasting experience. He stated there needs to be the office
57 they are running for, their name, who is paying for the advertising and a likeness of the
58 candidate. Chris stated that he has never done a still advertising on political ads but he
59 has done 30 second videos and they did require a likeness and he feels the still ads would
60 require the same thing. Richard asked Chris to reach out to the candidate to let him know
61 and also asked Chris to find something in writing to this reference as well so the

62 Committee has a reference in case they are questioned. Chris asked the Board how they
63 want to rule on this. Richard said according to the wording the committee received he
64 feels the Committee should accept the request. Chris feels that the committee should
65 accept it without the likeness at this time and Richard still asked Chris request the
66 likeness from the candidate and if he can't produce one then it can still go on the air
67 without it.

68 **Motion by** Richard Lewis to accept the political ad from the local candidate and supply
69 likeness if needed and to also run a banner ad soliciting information from other local
70 candidates who are also interested in running ads.

71 **Seconded by** Loraine Borin.

72 **In Favor**, Loraine Borin, Richard Lewis and Tom Tombarello.

73 **Motion passes unanimously.**

74

75 Chris Donnellan said that he reached out to Alliance for Community Media for an
76 equipment audit as suggested by Gordon Champion and Chris said he tried to contact
77 them through their website and also emailed someone directly and he hasn't heard back
78 from anyone.

79

80 Chris said that deliberative session was done, it did require a lot of preparation but he felt
81 that the day went well as far as the recording and televising goes.

82

83

84

New Business

85 Loraine said that she would like to discuss raises for the Cable employees. Loraine said
86 the Susan asked Lynne about the process and Lynne sent an email back stating that the
87 BOS are the hire/fire and raise authority in the town and each year typically an evaluation
88 is done and a recommendation by the department head is submitted to the BOS. She said
89 that raises don't take effect until April 1st. Loraine said she questioned that Cable is not
90 in the Town budget and asked if the Cable Committee can vote on the raises and submit it
91 to the BOS and then the Cable would reimburse the Town. Loraine said she spoke to
92 Cheryl who in turn spoke to the NH Municipal Association and spoke with Christine

93 Philimore and it all depends on how the Cable TV fund was set up originally. She said if
94 the Committee has the sole authority to hire/fire its employees and spend the money then
95 the Committee alone can set the pay rate. If it does then the BOS remain as the ultimate
96 authority to set the pay rate, since the employees are considered Town employees. The
97 cable employees are considered Town employees since they are paid from the funds that
98 run through the Town even though the funds ultimately come from the Cable TV
99 Revolving Fund. Loraine said if the Cable Committee wants to increase the salaries of
100 the Cable employees they need to vote on it and send their recommendation to the BOS.
101 Loraine said that Chris is doing a great job and would recommend that he receives a 2%
102 increase and asked his opinion on his assistant (Daniel Peters) and Chris recommends
103 that he gets a 2% increase as well. Loraine also recommended that the Recording
104 Secretary, Sue Reynolds receives a 2% increase as well.

105 **Motion by** Loraine Borin to recommend that Station Manager, Chris Donnellan and his
106 assistant Daniel Peters and the Recording Secretary, Sue Reynolds a 2% increase
107 effective as soon as possible by April 1, 2014.

108 **Seconded by** Tom Tombarello.

109 **In Favor,** Loraine Borin, Richard Lewis and Tom Tombarello.

110 **Motion passes unanimously.**

111

112 Loraine asked that Sue Reynolds send the information to Cheryl, the Finance Director
113 that the 2% increase for all employees will be effective April 1, 2014.

114

115 Chris Donnellan mentioned that he was in touch with a previous employee that took a
116 temporary leave and is now back and said he would try to make room for him if possible
117 but this time of year is pretty slow for meetings. Richard Lewis asked that Chris just let
118 the Committee know if he plans to hire him back. Chris also said the Round Up show
119 has been on hold but should be back up and running soon, which may wrap up
120 deliberative session and election results.

121

122 Richard Lewis said that he did prepare numbers for the Committee to review in regards to

123 the franchise fees and projections for the next 10 years, with growth rates of 3%, 4% and
124 5% along with the franchise fee being 3%, 4% and 5%. The Committee agreed to review
125 this information at the March meeting.

126

127 Loraine said the next meeting will be March 25, 2014.

128

129 ***Motion by*** Loraine Borin.

130 ***Seconded by*** Richard Lewis.

131 ***In Favor,*** Loraine Borin, Richard Lewis and Tom Tombarello

132 ***Motion passed unanimously***

133

134 Meeting adjourned 8:00

135 Respectfully submitted,

136 Sue Reynolds