

DRAFT

Sandown Cable Access Board Meeting

Town of Sandown, NH

Meeting Date: Tuesday, March 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 Hans Nicolaisen – 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 February 25, 2014.

Motion by Richard Lewis to accept the minutes of February 25, 2014 as written.

Seconded by Loraine Borin.

In Favor Loraine Borin and Richard Lewis.

Abstain Hans Nicolaisen.

Motion passes 2-0-1

Hans Nicolaisen asked why the Pledge of Allegiance is only done at the BOS meetings
and recommended that it be done at all other meetings as well.

Motion by Richard Lewis to open all future meetings with the Pledge of Allegiance.

Seconded by Loraine Borin.

In Favor, Loraine Borin, Richard Lewis and Hans Nicolaisen

Motion passes unanimously.

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Old Business

Loraine Borin stated that the Cable Committee is on the agenda to meet with the BOS on April 21st to present them with the Comcast Cable contract. Richard Lewis said that he was in touch with Brian Christensen from Comcast and he confirmed he will be at the April 22nd Cable meeting.

New Business

Girl Scout troop 10765 came to the Cable meeting this evening to present a Town Wide Clean Up commercial and is requesting it to be put on Channel 17. The event will take place on April 26th and April 27th. The Cable Committee watched the commercial and commended the girls on a job well done. Richard Lewis suggested that a text screen follow the commercial with all of the details. Chris Donnellan will air the commercial along with the text screen. Richard asked the details of the Town Wide clean up and the Troop said residents choose what section they want to clean up then they need to sign up at one of the designated sites with their name, location of clean up and also to pick up their trash bags. Once the bags are full the DPW department will pick up the bags. The Cable Committee thanked Troop 10765 for putting this together.

Station Manager's Report

Chris Donnellan said he received the biannual check from Comcast in the amount of \$13,523.22, which are the franchise fees from July 1, 2013 – December 31, 2013. Chris said this amount doesn't include premium channels, internet, etc. It is just for the basic tiers, equipment, installation and activation. Richard said this is consistent with the spreadsheet he put together for the Committee to review.

Chris also said that NE Stage and Shade has received their down payment and the curtain for the stage has been ordered. Chris also said that all of the salary increase paperwork has been signed in regards to the 2% increase. Hans Nicolaisen said the BOS had tabled the discussion in regards to the 2% increase until they meet with the Department Heads, Town Administrator and the Finance Director to review their budgets. Hans stated whatever they decide he feels it should be the same for ever department. Richard Lewis

62 stated that the increase that is given to the Cable employees does not come from Town
63 funds at all. Chris Donnellan handed in all 3 forms and will await a decision from the
64 Cable Committee.

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66 Chris said that he was in touch with Dottie Grover from the NHCCM, which was
67 suggested by Gordon Champion. Dottie told Chris that he would be better off going to a
68 private company for an inventory of the cable station. Loraine asked how much of a
69 priority this is and Chris feels this should be done sooner than later so that they know
70 what to ask for in the Comcast contract. Richard Lewis asked Chris to reach out to some
71 companies to see what they charge and what they will do. Chris said he will continue to
72 speak with Dottie and also with Gordon and keep investigating the process.

73 Loraine said she will give Gordon a call tomorrow to see where he is at with the contract.

74 Chris said something must have come up because he expected Gordon to be here tonight.

75 Chris said he knows where Gordon stands in regards to the amount of the franchise fee,
76 but he said the Committee doesn't know where the chairman stands and was hoping the
77 Committee received an email with her input as he expected her to be at the meeting this
78 evening. Richard Lewis prepared a spreadsheet for the Committee to review in regards to
79 the franchise fee. Richard explained the current franchise fee at 2% and he ran a 3%, 4%
80 and a 5% franchise fee increase looking at a period of 1yr, 5yrs and 10yrs. Richard said
81 there is currently an annual surplus (at the current 2% franchise fee) of \$57,000.00. Chris
82 said this amount is used for salaries and other expenses for the next 6 months. Hans said
83 if there is that amount of money in the account then why not spend the \$1,200.00 to do
84 the inventory. Chris said he thinks if they spend the \$1,200.00 on the inventory they will
85 receive a discount on the equipment purchased. Chris said they agreed not to spend the
86 \$1,200.00 because Gordon felt this could be done at no charge but that is not apparent at
87 this time. The Committee feels this should be done and will discuss it further towards the
88 end of the meeting. The Committee feels there should be a surplus in the account for
89 additional equipment as needed and Richard also said he would like to see the Cable
90 station doing more things in the future and would like to have the money in the account
91 to do so. Chris suggested getting the BOS a copy of the current updated Comcast
92 contract so they can review it by April 7th. Hans said he will schedule the Cable

93 Committee to be on the BOS agenda for the April 7th meeting so the Committee can
94 present them with the current contract as it stands with any changes already made.

95 Richard said at a 3% franchise fee there will be \$13,349.00 additionally each year.

96 **Motion by** Richard Lewis to increase the franchise fee to 3% for the future Comcast
97 contract.

98 **Seconded by** Hans Nicolaisen.

99 Chris Donnellan agrees as the expenses will continue to increase and new opportunities
100 may come up as well. Also there are possibilities of departments moving around and
101 there may be additional space that Channel 17 could take advantage of in the future.

102 **In favor,** Richard Lewis, Loraine Borin and Hans Nicolaisen.

103 **Motion passes unanimously.**

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105 **Motion by** Richard Lewis to reappoint Susan Godin as the Chairman to the Cable Board
106 for a 2 year term.

107 **Seconded by** Loraine Borin.

108 **In favor,** Richard Lewis, Loraine Borin and Hans Nicolaisen.

109 **Motion passes unanimously.**

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111 **Motion by** Richard Lewis to approve \$1,200.00 to be paid to Access AV for the
112 equipment inventory that was previously described with the contingency that if we
113 purchased equipment from them that the fee would be applied between 75 and 100%.

114 **Seconded by** Hans Nicolaisen.

115 **In favor,** Richard Lewis, Loraine Borin and Hans Nicolaisen.

116 **Motion passes unanimously.**

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118 Loraine recapped the meeting stating that Chris will contact Dottie Grover and Gordon
119 Champion via email. Chris said he will also contact Gordon by phone to let him know
120 what is outstanding with the contract. Chris said based on the last vote he doesn't need to
121 contact Dottie at this point, other than to let her know we are moving forward with
122 Access AV.

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- 124 Meeting adjourned 8:30
- 125 Respectfully submitted,
- 126 Sue Reynolds