

DRAFT
Sandown Cable Access Board
Town of Sandown, NH

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5 Meeting Date: Tuesday, December 30, 2014
6 Type of Meeting: Regular Public Meeting
7 Method of Notification: Public Posting – Two locations at Town Hall
8 Meeting Location: Sandown Town Hall, Second Floor
9 Present: Susan Godin – Chairwoman, Loraine Borin, Richard Lewis, Chris
10 Donnellan – Station Manager
11 Absent: Hans Nicolaisen (Selectman Ex-Officio)
12 Recording Secretary: Cheryl Eastman

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14 Meeting was called to order by Susan Godin at 7:05 p.m. Pledge of Allegiance was said.
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16 Susan asked the Board members to review the minutes from October 28, 2014. **Motion by**
17 Richard Lewis to accept the minutes of October 28, 2014 as submitted. **Seconded by** Loraine
18 Borin. **Motion passed** unanimously.
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20 **Pending Business**

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22 Susan Godin suggested that it might be helpful in ensuring a quorum at meetings if Chris
23 Donnellan were appointed as a member of the Board. Loraine Borin agreed. Richard Lewis
24 asked if it could be considered a conflict of interest. Loraine stated that Chris would only be
25 used if there was no quorum without him. Chris would have to recuse himself when any salary
26 items are discussed. Susan will send an e-mail to the Board of Selectmen to ask if they see any
27 problems with the idea.

28 **Station Manager's Report**

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30 Chris Donnellan reported that he had recorded the ceremony of the dedication of the new
31 Town Hall sign made by Jared Magoon as his Eagle Scout project.
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33 Chris recorded the town hall meeting held by Donna Green. He felt it was well attended and
34 well presented. It was broadcast live and is available for viewing on Vimeo. Statistics show that
35 it is the most watched program that has been run, having been viewed 58 times.
36

37 The Vimeo software has been upgraded. There had been a maximum of 5 gigabytes per week
38 that could be stored. Since an average Selectmen's meeting is 3 gigabytes, he was running into
39 a problem with any other meetings. With the new upgrade, we can now store 20 gigabytes
40 maximum. Richard Lewis made a formal **motion to** accept the upgrade from Vimeo Plus to
41 Vimeo Pro, at a cost of \$199 per year, to increase capacity so we have enough storage for all
42 the meetings in town. **Seconded** by Susan Godin. **Motion passed** unanimously.
43

44 Chris reported that he had Access AV install one new camera as a trial last week. He did not see
45 much of a difference in the quality and therefore feels that there is no rush to purchase new
46 cameras. He feels we should wait until we need to upgrade to HD cameras in a couple years.
47 That would be a better use of money. The camera that was temporarily replaced with the new
48 one had been having some focus problems. In the course of taking it down and then re-
49 mounting it, the focus problem has disappeared. Chris had received a quote from Access AV
50 this morning for the new cameras and he will forward it to the Board Members.

51
52 Chris feels that they should not be doing any re-wiring right now either. They should wait until
53 the HD cameras are installed and do the re-wiring all at the same time. Richard Lewis stated
54 that in the past they had received a list of recommendations from Access AV. He asked Chris to
55 re-prioritize the list now that the new cameras and rewiring will not be done.

56
57 Chris reported that Access AV is a new vendor for the Tightrope system he currently uses. If we
58 decide to go with them in the future for the new cameras, all the systems will be able to work
59 together seamlessly.

60
61 Chris stated that there is a lot of prep work to be done before the Deliberative Session. Richard
62 feels there will be stronger than average interest this year. Chris said that usually the public
63 access microphone is set up in the center aisle and he had received complaints about that
64 because people speaking have to have their backs to the general audience. This year he will try
65 to place the microphone off to the side so that speakers can address the entire room without
66 having their backs to anyone.

67
68 **Other Business**
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70 Richard Lewis suggested that Chris try to arrange to have Dan observe Chris when he prepares a
71 show to run on the air. Currently Dan can record shows, but has not been trained to arrange it
72 for viewing. The consensus of the Board was that it was OK to pay the payroll for both people
73 for the time needed to train Dan.

74
75 The next meeting is scheduled for Tuesday, January 27, 2015 at 7:00 p.m. The public is
76 welcome to attend and the Committee is always looking for new members.

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78 **Motion to adjourn** by Susan Godin at 7:40 p.m. **Seconded by** Loraine Borin. **Motion passed**
79 **unanimously.**

80
81 Respectfully Submitted,
82 Cheryl Eastman
83 Recording Secretary