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**DRAFT**  
**Sandown Cable Access Board**  
**Town of Sandown, NH**

Meeting Date: Tuesday, May 26, 2015  
Type of Meeting: Regular Public Meeting  
Method of Notification: Public Posting – Two locations at Town Hall  
Meeting Location: Sandown Town Hall, Second Floor  
Present: Susan Godin – Chairwoman, Loraine Borin, and Chris Donnellan  
Absent: Richard Lewis and Thomas Tombarello (Selectman Ex-Officio)  
Recording Secretary: Cheryl Eastman

Meeting was called to order by Susan Godin at 7:15 p.m. Pledge of Allegiance was said.

Susan asked the Board members to review the minutes from April 28, 2015. **Motion by** Chris Donnellan to accept the minutes of April 28, 2015 as submitted. **Seconded by** Loraine Borin. **Motion passed** unanimously.

**Station Manager’s Report**

- Chris Donnellan has purchased a back-up hard drive as discussed at the last meeting. It has not arrived yet. The cost was \$10 more than expected, but includes a one year coverage plan.
- Chris reported that the task of making a list of priorities for things like equipment purchases, upgrades, and repairs was in progress.
- Franchise fees from Comcast have been received. A letter was also received explaining that the Town of Sandown will be receiving the cable franchise fees quarterly instead of two times a year. The fees received were slightly higher than expected.
- Chris is looking into purchasing an upgrade to the automation system software. The cost will be \$1,000 and it will enable us to receive the last four years worth of upgrades. He is currently waiting on the vendor for a list of what specific upgrades that would include.
- Chris would like to look into cleaning up the wiring and possibly some re-wiring in the cable office. He would like to hire someone to do this because the scope of work is a little beyond what he would want to do and he is looking for the least amount of down time. He will get a quote from Access AV.
- Chris is also interested in getting quotes for an expandable or fabric back-drop to use when doing interviews.
- The recently formed Minority Committee meeting has been recorded and will be played 2 times a month through November.

These Minutes are subject to approval at a regularly scheduled Cable Access Board meeting at which time the above minutes are corrected or accepted and become permanent.

