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DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

Meeting Date: Tuesday, January 26, 2016
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, Richard Lewis, and
Chris Donnellan
Absent: Thomas Tombarello (Selectman Ex-Officio)
Recording Secretary: Cheryl Eastman

Meeting was called to order by Susan Godin at 7:00 a.m. Pledge of Allegiance was said.

Susan asked the Board members to review the minutes from December 22, 2015. **Motion by Richard Lewis** to accept the minutes of December 22, 2015 as submitted. **Seconded by Loraine Borin. Motion passed** by a vote of 4 to 0.

Station Manager’s Report

- Chris is trying to set up a training schedule for Nathan Tallo. Nathan has completed all his hiring paperwork. He will start with shadowing Chris or Dan until he is ready to go solo.
- Chris is working with Andrea Cairns, Conservation and Zoning Administrative Assistant, to arrange to record the Conservation and ZBA meetings. He is hopeful that Dan or Nathan can tape some of these meetings on Thursdays.
- Chris was hoping to be able to see a projector that was all set up before we ordered one. He went to Access AV to have some microphones and the wireless microphone repaired, but they do not have any models on hand. He thinks if we get a projector and it is more than what we need, then we could exchange it for another model. The wiring would be all the same, just switch out the projector. Richard asked Chris to make sure they will be willing to exchange it if necessary before we order one.
- In the past while setting up for the Deliberative Session, Chris used to have to set up a VGA connector that converts to a video cable to get the signal from the laptop in the office to the projector on the stage. This is a tricky set up and once it is set up, it will only work properly if nothing gets moved. Chris purchased a piece of equipment that connects everything for around \$100. He has already hooked it up and it works great. He is all ready for the Deliberative Session as far as equipment goes. Access AV has told him that the wireless microphone is very old and the frequency it uses is no longer used.

42 It is not an issue for us because it is not in a congested area with a lot of other signals
43 around it.

- 44 • The day after the Deliberative Session there is a Cub Scout event, so Chris will take
45 everything down Saturday night.
- 46 • Richard asked if anyone had spoken to the Board of Selectmen about the Cable Board
47 purchasing the projector. Chris will talk with Lynne to hopefully get on the agenda for
48 next Monday's Selectmen's meeting.
- 49 • Chris has set up a TV in the downstairs hall for Saturday. A significant number of people
50 are expected to attend Saturday's Deliberative Session. This will make it easier for
51 people to be in the lower hall and still keep an eye on what is happening upstairs.
52 People cannot vote while in the lower hall, but they will know when to go back upstairs
53 when they want to vote. This may prevent some of the people standing by the door to
54 the upper hall and blocking the walkway.

55
56 Lorraine announced that the Primary will be held on February 9. The Moderator has asked to
57 announce that he is still looking for more ballot clerks. A ballot clerk must be a Sandown
58 resident and available for a ½ day's work at the elections. There is a stipend paid to all ballot
59 clerks. They are looking for more Republicans in particular.

60
61 The polls are open from 8 a.m. to 8 p.m.

62
63 Chris reminded everyone that the Deliberative Session starts this Saturday at 8:00 a.m. People
64 should come early to get a seat.

65
66 Richard asked about the progress on the software upgrades. Chris said he is leaning towards
67 the Tightrope upgrade, but wasn't sure if the Board wanted to go with the simple upgrade or
68 the full blown upgrade for \$17,000 +/- . He will talk to the vendor again for specifics and to find
69 out if any new equipment will be needed. Richard said the Board is basically looking for Chris's
70 recommendation.

71
72 The next meeting will be Tuesday, February 23. The public is welcome to attend and the
73 Committee is always looking for new members.

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75 **Motion to adjourn** by Lorraine Borin at 7:35 p.m. **Seconded** by Chris Donnellan. **Motion**
76 **passed unanimously.**

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Respectfully Submitted,

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Cheryl Eastman

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Recording Secretary