

41 for airing a show comes in between the Board's monthly meetings, Chris can e-mail or call the
42 Board members for an informal polling process. That should be included in the policy as well.

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Election of Officers

46 Richard reminded that the Charter states that the Board needs to elect its officers at the first
47 regular meeting after the Town Meeting. There was discussion regarding who is interested in
48 serving as officers. **Richard made a motion** to nominate Sue Godin as Chair. **Loraine seconded.**
49 All voted in favor. **Motion carried.** **Chris made a motion** to nominate Richard Lewis as Vice-
50 chair. **Loraine seconded.** All voted in favor. **Motion carried.** Richard thanked Loraine for her
51 several years of service as Vice-chair.

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Employee Raises

55 Sue stated that the Board of Selectmen has approved merit raises for employees of 3%,
56 effective April 1, 2016. Chris stated that it is not mandatory for the Cable Board to follow the
57 action of the town for increases, but historically the Board has mirrored the town. **Richard**
58 **made a motion** to provide pay increases in the amount of 3% for all current, active employees,
59 including the Station Manager, Camera Operators, and the Recording Secretary, effective April
60 1, 2016. **Loraine seconded.** All voted in favor with the exception of Chris who abstained due to
61 him receiving pay as the Station Manager. **Motion carried.**

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Equipment Update

65 Richard reported that the Board of Selectmen had requested the Cable Board get another
66 quote for the projector. Chris has contacted another company, Adtech Systems, for a quote.
67 Richard stated that the Cable Board is not required to obtain another quote for the Board of
68 Selectmen, but the Board of Selectmen need to approve the installation of the equipment in
69 the Town Hall. Chris outlined the process for payments made out of the Cable Fund. The
70 Board of Selectman has to approve the reimbursement of funds from the Cable Fund. Richard
71 said that he would like to do the upgrades to the software sooner rather than later. Chris said
72 he already has two quotes for the software and wants to go with Integrated Services Group out
73 of Dedham, Ma. Chris will get back in touch with them and hopefully be ready to draft a
74 recommendation to the Board of Selectmen at the next Cable meeting. Sue reported that the
75 Town of Newton purchased a new projector recently. Chris will contact them for
76 recommendations and feedback. Richard brought the following questions back from his
77 meeting with the Board of Selectmen regarding the projector purchase:

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1. Will the projector be accessible without going into the studio?
2. Is it possible to use the sound system without going into the cable office?

81 Chris said there will need to be a process for the use of the projector, just like renting town hall.
82 There should be two remotes to the projector. One will be kept in the Cable office and the
83 other will be in the Selectmen's Office with Lynne and Paula. Anyone using the projected
84 would have to be a sanctioned event. There will have to be training in using the equipment
85 involved. Chris cautioned showing copyrighted movies if they are advertised. He said the
86 Library shows copyrighted movies, but never advertise the actual name of the movie to avoid
87 copyright infringement. He feels there should be something about that included in the policies
88 and procedures. Chris said the sound system is set up so that it runs through the Cable office.
89 It cannot be used without the Cable office. Lorraine asked if anyone who uses the sound
90 system (microphones) have to sign for the equipment. Chris said not as of now, but the Board
91 will have to come up with a form for that as well. Richard suggested that there be at least one
92 extra remote for the projector in case one is lost or broken.

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94 Chris stated that the Board should also go through the charter document and make any
95 amendments needed. Board members with suggestions for amendments can send them to
96 Cheryl and she will prepare a draft of the document for the next meeting. Sue said the length
97 of terms should be clarified in the charter as well.

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99 The next meeting is scheduled for April 26, 2016. The public is always welcome to attend. The
100 Board is always looking for new members. Chris said he is always looking for new program
101 ideas and people to produce a show. He can't guarantee everything could be run, but there is a
102 good chance that a lot of ideas might be of interest to Sandown viewers. He added that any
103 school-related shows will have to go through the Timberlane channel.

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105 At 7:55, **Richard made a motion** to adjourn. **Lorraine seconded.** All voted in favor. **Motion**
106 **carried.**

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114 Respectfully Submitted,
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117 Cheryl Eastman
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