DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

6 Meeting Date: Tuesday, March 22, 2016 7 Type of Meeting: Regular Public Meeting

8 Method of Notification: Public Posting – Two locations at Town Hall

9 Meeting Location: Sandown Town Hall, Upper Hall

10 Present: Susan Godin – Chairwoman, Loraine Borin, Chris Donnellan,

11 Richard Lewis

12 Recording Secretary: Cheryl Eastman

13 Absent: Thomas Tombarello (Selectman Ex-Officio)

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The meeting was called to order by Sue at 7:05.

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Pledge of Allegiance was said.

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The Board reviewed the minutes of March 15 and February 23, 2016. **Motion by Loraine** to accept the minutes of March 15, 2016 as written. **Richard seconded**. All voted in favor. **Motion carried**. **Chris made a motion** to accept the minutes of February 23, 2016 as written. **Loraine seconded**. All voted in favor except Richard who abstained because he was not present at the meeting on February 23. **Motion carried**.

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Policies and Procedures Amendments

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The Board discussed the best way to draft amendments to the documents. Richard said he would convert the .pdf document of the Policies and Procedures into a Word document so that it can be edited. The consensus of the Board is that all the Board members send any changes they want to make in the document to Cheryl. She will combine all the amendments together in one document that the Board will go over at the next meeting and from there decide the final wording. Then the draft will go to the Board of Selectmen for review and then to town counsel. Chris feels that not a lot of things in the document need to be changed, but there are other things from other town's policies that he would like to see included. He noted that the policy from Atkinson was very up to date and suitable for a small town. Richard was hoping to get different wording on political activity and fairness. Chris also said that the Board will have to make some judgments on pre-existing conditions that we have to work with here in Sandown. Richard stated that it was a glaring fault on the Board's part that we were not approving everything to be run on the air as it was specified in the policy. Sue said if a request

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

Election of Officers

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

Employee Raises

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

Equipment Update

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

- 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?

Page **2** of **3**

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

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

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

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

Cheryl Eastman

Respectfully Submitted,