DRAFT 1 Minutes 2 **Sandown Cable Access Board** 3 Town of Sandown, NH 4 5 6 Meeting Date: Tuesday, June 28, 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 Susan Godin – Chairwoman, Richard Lewis, Vice-Chairman, 10 Present: Loraine Borin, Chris Donnellan, 11 12 Recording Secretary: Cheryl Eastman Thomas Tombarello (Selectman Ex-Officio) 13 Absent: 14

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The meeting was called to order by Sue at 7:00. The Pledge of Allegiance was said.

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The Board reviewed the minutes of May 24, 2016. **Motion by Richard Lewis** to accept the minutes of May 24, 2016 as written. Lorraine Borin **seconded**. All voted in favor. **Motion carried**.

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Station Manager Report

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HB Communications provided an updated quote for the Tightrope upgrade. The new line of server with 10 terabyte storage has an MSRP of \$18,000 and with installation included will be approximately \$28,000.

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Integrated Solutions Group quote for the new line of server will be \$17,885 for the Flex 2 system with 10 terabyte storage. The total for all installation and freight would be about \$22,000 – worst case scenario. Best case scenario would be \$17,885 for everything installed. Chris will get a clarified quote on the final price. He has also asked them for a quote for a video-on-demand system. This would allow him to easily convert a recording to a video file and send it out to the website with the touch of one button. Richard asked if there can be multiple viewers at the same time on the video-on-demand system like we have with Vimeo. Chris will get that answer. In an effort to save time, when Chris gets the quotes he will e-mail them to the Board members so that the Cable Advisory Committee can get on the Board of Selectmen agenda to discuss the purchase as soon as possible. Richard said he had not met with the Board of Selectmen yet to get authorization to purchase the projector and screen. He is hoping to get on the agenda for the Board of Selectmen's July 25 meeting.

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Chris reported the opium forum went well and was very well attended with over 100 people present. He has been re-running the program often. The other event he is re-running currently is the Memorial Day ceremony.

Nathan has done well with his training.

Organizational Chart from Board of Selectmen

A letter from the Board of Selectmen was received outlining proposed changes in the Town's organizational chart which would put the Cable employees under the day-to-day supervision of the Town Administrator. The Board is looking for input from the Cable Access Board regarding this. Chris stated that it doesn't sound like it would change anything since he already goes to Lynne for guidance if needed anyway. He added that the Board of Selectmen is officially the franchise authority according to the Comcast Cable agreement. Richard and Chris would like to have clarified exactly what the day-to-day supervisory duties would encompass. They stated that right now there is a good working relationship between the Town Administrator and the Station Manager, but if there were other people in those positions things may change. They also questioned whether this means the process of performance evaluations will change, or is it just an organizational change? Chris will check with Lynne.

Policies and Procedures

Richard stated there are a couple items in the Policy and Procedure documents that may need to have a legal opinion. He suggested asking the Town Administrator for permission to contact town counsel and have the legal costs covered by the Cable budget. Chris felt that the Board of Selectmen should see the draft document first because they may want to make some changes to it and it might remove the need for legal advice. Richard made a motion to talk to the Board of Selectmen regarding the Policy & Procedures of the Cable Access Board and if there are any points of legal ambiguity that need to be resolved by the town attorney, that the Cable Access Board will reimburse the town for the legal costs out of its budget. Seconded by Loraine Borin. All voted in favor. Motion carried.

The next meeting of the Cable Access Board will be held on August 23, 2016. Sue will be absent, so Richard will conduct the meeting. As always, the public is welcome to attend meetings. The Board is always looking for new members. Any ideas for programs to run can be directed to Channel 17.

At 7:50, Loraine made a motion to adjourn. Chris seconded. All voted in favor.

Respectfully Submitted,

Cheryl Eastman

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