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

Meeting Date: Tuesday, September 27, 2016  
Type of Meeting: Regular Public Meeting  
Method of Notification: Public Posting – Two locations at Town Hall  
Meeting Location: Sandown Town Hall, Upper Hall  
Present: Susan Godin – Chairwoman, Richard Lewis, Vice-Chairman,  
Lorraine Borin, Chris Donnellan,  
Recording Secretary: Cheryl Eastman  
Absent: Thomas Tombarello (Selectman Ex-Officio)

The meeting was called to order by Sue at 7:06. The Pledge of Allegiance was said.

**Approval of Minutes**

**Lorraine Borin made a motion** to accept the minutes of June 28, 2016 as written. Richard **seconded the motion**. All voted in favor. **Motion carried**.

At 7:10, **Richard made a motion** to go into a nonpublic session per RSA 91A:3 (Employee matters). **Motion seconded** by Lorraine Borin. All voted in favor. **Motion carried**.

At 7:23, **Lorraine made a motion to return** to public session. **Motion seconded** by Sue. All voted in favor. **Motion carried**. Richard made a motion to seal the minutes of non-public session. Motion seconded by Lorraine. All voted in favor. Motion carried.

**Station Manager Report**

Chris reported that Nathan is no longer working for Sandown. The ZBA and Conservation meetings starting in July have been recorded. In July and August, Chris recorded the Old Home Day road race and the Sandown Republican Forum. In September, he recorded the Old Home Day Fall Festival.

Software upgrade: Chris reported that the cable cast upgrade has no limit to the number of clients that can access it at one time. Chris had Integrated Solutions Group quote on the next two levels of software as well. The original quote for upgrading the server and the install of the software was \$20,000. The next level up included video on demand service. This will allow us to do away with the Vimeo service and simple, one-button creation and upload of a file. That quote is \$28,540. The next level up would be to update all the cabling and equipment for HD capabilities. This would have us ready for HD broadcast when it is available, but in the

42 meantime we would continue broadcasting in regular definition as we are currently. That  
43 quote is \$36,999. Chris would like to recommend the option that includes the video on  
44 demand. It will create a better looking broadcast. He does not recommend the top of the line  
45 package because it will be a while before Comcast has HD broadcast capabilities for Sandown.  
46 Richard asked where the content would be stored, here or off site. Chris said that currently the  
47 back-up is located here, but we can do an off-site plan for that instead of keeping it here.  
48 Richard asked Chris to look into that in case there is a disaster at the town hall. Cablecast  
49 comes with a one year warranty and after that an addition one can be purchased. Chris would  
50 recommend doing that. Richard said that based on Chris's recommendation, he would like to  
51 let the Board of Selectmen know the Cable Access Board would like do this and ask for their  
52 feedback. Chris will talk to Lynne to get on the agenda.

53  
54 Richard reported that he met with the Board of Selectmen on July 25 and presented the  
55 proposal to purchase the projector package. The Board of Selectmen agreed to the purchase.  
56 Chris reported that Access AV will be here on Oct 21 to start the install. They will let Chris know  
57 what need to be done prior to them arriving. Richard asked if a permit or permissions needs to  
58 be obtained from the town first.

59  
60 At the same Board of Selectmen meeting, Richard went over the Cable Access Board's Policies  
61 and Procedures and the Charter. The Board had some questions regarding an appeal process.  
62 The CAB will update the document again and bring it back to the Selectmen. Then it will be  
63 sent to legal for review. Richard will get the changes to Cheryl to update.

64  
65 The next meeting will be October 25. The public is always welcome to attend and the Board is  
66 always looking for new members. We are also looking for camera operators. The job is part  
67 time and pays \$12.00 per hour, with a 3 hour minimum of pay per meeting. TV experience is  
68 not necessary, just basic computer literacy. We are also looking for new programming ideas.

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70 At 8:00, Richard **made a motion** to adjourn. **Motion seconded** by Chris. All voted in favor.  
71 **Motion carried.**

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75 Respectfully Submitted,  
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78 Cheryl Eastman  
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