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

Meeting Date: Tuesday, November 22, 2016  
Type of Meeting: Regular Public Meeting  
Method of Notification: Public Posting – Two locations at Town Hall  
Meeting Location: Sandown Town Hall, Lower Hall  
Present: Susan Godin – Chairwoman, Richard Lewis, Vice-Chairman, Chris Donnellan,  
Recording Secretary: Cheryl Eastman  
Absent: Loraine Borin, Thomas Tombarello (Selectman Ex-Officio)

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

**Review of Minutes**

The minutes of October 25, 2016 were reviewed. **Richard made a motion** to accept the minutes of October 25, 2016 as written. **Motion seconded** by Sue. All voted in favor. **Motion carried.**

**Station Manager Report**

Chris reported that Broadcast/Camera Operator positions were offered to two of the three people he recently interviewed. They are Ron Peddle, who is from Danville, and Joshua Kuykendall, who is from Fremont. They have completed all their hiring paperwork and their background checks are under way. The first appointment for finger prints for Ron was December 8, so Chris asked Lynne Blaisdell if he could begin to train them before the background checks come back. He will not leave them alone or give them any keys. The Board of Selectmen has agreed. Chris said that after the pay rate was changed to \$50 per meeting instead of \$12 per hour, he got a much better response to his ads. **Richard made a motion** to accept the applications for Broadcast/Camera Operator for Ron Peddle and Joshua Kuykendall, pending successful background checks. **Motion seconded** by Sue. All voted in favor. **Motion carried.**

The projector has been installed. Tom Tombarello did the electric work. The screen was damaged when it was delivered and has been replaced. The install took a lot longer than what was quoted. What was quoted as needing 4 to 6 hours actually took 12 hours over the course of two days and is still not done. The delay was due to the installer forgetting tools, had the wrong tools, or forgot some items. The last piece needed was shipped to Chris today and he will install it himself. Once it is installed, the controlling computer can be in the control room

42 and with the flip of a switch it will divert the signal to the projector. Right now it only works  
43 from a computer in the meeting room. Chris said the projected will be able to display anything  
44 that can be seen on a computer, such as a Powerpoint presentation, Excel documents,  
45 photographs...

46  
47 Chris stated that a new laptop will need to be purchased. The one he has now is running on  
48 Windows XP, which is no longer supported. We also need to replace the computer that runs  
49 the audio because it is also running Windows XP. The only other computer Cable has is also  
50 Windows XP, but that will be replaced as part of the software upgrade. Richard asked Chris to  
51 start researching computers. Chris will check with the town's IT vendor as well.

52  
53 Chris recorded the Pumpkin Chucking event, the Spooky Walk, the Library Zombie Tour, and the  
54 Veteran's Breakfast.

55  
56 Chris will be talking with the installer for the Tightrope upgrade after Thanksgiving. He wants  
57 him to come in and look at what we have and make any recommendation as to what else we  
58 need. During the upgrade process it might be a good time to upgrade all the cables as well.  
59 After the upgrade, the Vimeo system will no longer be needed. It will be a simple, easy  
60 automated process to upload video to run on Channel 17. Right now with Vimeo it is a long,  
61 involved process to upload anything. Richard asked Chris to also look into off-site storage  
62 options because back-ups should be in two different places. Chris will talk to the IT vendor,  
63 RMON, about that as well.

64  
65 Chris said he had spoken to Tom Tombarello recently about the A/C in the upstairs meeting  
66 room. The Board of Selectmen talked about adding A/C upstairs but is concerned about the  
67 cost and the budget. Chris wondered if maybe Cable wants to consider helping out with paying  
68 for the installation of A/C in the meeting room. It appears the cost is prohibitive for the Board  
69 of Selectmen.

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71 The next Cable Advisory Board is set for December 27, 2016.

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73 At 7:38, **Richard made a motion** to adjourn. **Motion seconded** by Chris. All voted in favor.  
74 **Motion carried.**

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Respectfully Submitted,

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Cheryl Eastman