

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

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

- Meeting Date: Tuesday, January 24, 2017
- Type of Meeting: Regular Public Meeting
- Method of Notification: Public Posting – Two locations at Town Hall
- Meeting Location: Sandown Town Hall, Lower Hall
- Present: Richard Lewis, Chairman, Chris Donnellan,
- Recording Secretary: Cheryl Eastman
- Absent: Thomas Tombarello (Selectman Ex-Officio)

Richard Lewis called the meeting to order at 7:02 p.m. The Pledge of Allegiance was said.

Richard announced that long time members Susan Godin and Lorraine Borin have resigned from the Cable Access Board. He publicly thanked both of them for their years of service to the town and the considerable number of hours given to the Cable Access Board. He will miss them and wishes them both the best. Richard announced that the Board is interested in recruiting new volunteers to serve on the Cable Access Board to help oversee the operations of Channel 17. It involves one meeting a month. Anyone interested should contact the Selectmen’s Office.

**Minutes**

**Chris made a motion** to accept the meeting minutes of November 22, 2016 as written. **Motion was seconded** by Richard. All voted in favor. **Motion carried.**

**Station Manager Report**

Chris has an update on the Tightrope system upgrade. This is the system that does the scheduling of programs, runs the programs, handles the media, and runs the bulletin page. Chris has been contacted by the person who did the last upgrade who said he was interested in doing the next upgrade as well. He also has some other ideas on improvements in the cable office while they have it all torn apart to do this upgrade. Chris feels it would be a good idea to transition from the vendor of Tightrope to this installer, especially since we have dealt with him before and he is familiar with our set-up. The installation will be the same price. He will charge for his time to do the re-wiring. Chris would like to do it on a Thursday or Friday since there are less likely to be meetings. The quote is \$36,000 to \$37,000 including everything. The IT vendor for the town has been telling Chris that it is time to upgrade the equipment because we are running Windows 98. Richard would like to see a breakdown of the costs and what we would be getting and to get a copy to Tom Tombarello to review. Chris added that the carousel will have to be upgraded as well because our old one will not be compatible with the new servers. That will be about \$3,600 and is included in the total. This system will give us 10

These Minutes are subject to approval at a regularly scheduled Cable Access Board meeting at which time the above minutes are corrected or accepted and become permanent.

42 terabytes of storage for programs and will make us HD ready, if and when that becomes  
43 necessary. There will also be a video on demand server in-house. We won't have to use the  
44 contracted service for that any longer and it will be easier for people to access and use.

45

46 Chris announced that there are two new part-time camera operators, Joshua Kuykendall and  
47 Ron Peddle. They are both working out well and working solo already.

48

49 Chris announced that a new laptop has been purchased to use with the new projector.

50

51 The Deliberative Session is next Saturday, February 4. The new screen and projector will be  
52 used to show the warrant articles. One of the citizen petitioners will have a presentation to run  
53 on it as well.

54

55 Chris said that we will need to purchase Microsoft Office 365 to run Powerpoint for the  
56 projector. Currently he is using a free 30 day trial. The Office 365, Small Business version will  
57 cost \$99 and includes 1 terabyte of cloud storage. **Richard made a motion** to spend up to \$100  
58 to purchase the Small Business Version of Microsoft Office 365 for the computers at the station.  
59 **Motion seconded** by Chris. All voted in favor. **Motion carried.**

60

61 At 7:29, **Chris made a motion** to adjourn the meeting. **Motion seconded** by Richard. All voted  
62 in favor. **Motion carried.**

63

64

65

66

67

68

Respectfully Submitted,

69

70

71

Cheryl Eastman