DRAFT 1 Minutes 2 **Sandown Cable Access Board** 3 Town of Sandown, NH 4 5 6 Meeting Date: Tuesday, February 28, 2017 7 Type of Meeting: **Regular Public Meeting** 8 Method of Notification: Public Posting – Two locations at Town Hall 9 Sandown Town Hall, Lower Hall Meeting Location: 10 Present: Richard Lewis, Chairman, Chris Donnellan, Thomas Tombarello (Selectman Ex-Officio) and recording Absent: 11 12 secretary Cheryl Eastman 13 Richard Lewis called the meeting to order at 7:03 p.m. The Pledge of Allegiance was said. 16 **Minutes**

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Chris made a motion to accept the January 24, 2017 meeting minutes as written. Richard seconded the motion. All voted in favor. Motion carried.

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Update from Station Manager

- The Deliberative Session went very well from a technical standpoint. All comments Chris has heard about the new projector and screen were positive. Richard stated that the broadcast was very clear and the audio was good.
- A Candidate's Night will be held on March 1, 2017 at Town Hall. It will not be covered live on Channel 17 because there are too many unknowns with a live broadcast and they don't want people to not attend because it is being broadcast live. It will be replayed the following day and many more times before the election.
- The Historical Society asked if Channel 17 could run a slide on the message board regarding a crowd funding attempt to raise money for repairs at the Depot. Chris wanted to run it by the Board, even though he didn't think it would be a problem. It is not a advocating any political ideology, but a town entity that doesn't have the money to repair the facility and is trying to raise the money. Richard sees no problem with running the slide. Richard made a motion to allow the Sandown Historical Society to advertise their kick-starter campaign for repairing the depot. Chris seconded the motion. All voted in favor. Motion carried.
- Chris has subscribed to Microsoft Office 360 as was discussed at the last meeting. needed this software to be able to use the projector and screen at the Deliberative Session. The cost was \$99.00.
- Another franchise fee check was received from Comcast.

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Richard met with Board of Selectmen last night. The Board formally accepted the resignations of Sue Godin and Loraine Borin, thanked them for their service and said they missed them.

- Charter and Policies & Procedures Documents Richard presented the Board of Selectmen with drafts of the new Charter document. None of the proposed changes were substantive, just editorial in nature. Selectmen Tombarello added that item #4 should read "the duties of the Vice-Chair are to assist the Chair". Richard also pointed out that the minimum number of Board members has been changed from five to three. The Board was OK with these changes. The Board was also given copies of the Policies & Procedures document. They will review it and get any requests for changes back to the Cable Board before the next month's meeting. After that, the document will be sent to town counsel for review. Once that is approved, it will go back to the Board of Selectmen for formal acceptance. All costs for legal review will be paid by the Cable Fund so there is no cost to the town.
- Equipment Upgrade Richard also talked to the Board of Selectmen about the potential purchase of upgraded equipment and software for the cable office. New equipment is needed to replace old, outdated equipment and software to bring everything up to current standards and will result in the Station Manager's job being much easier. It will also be adding our own in-house video-on-demand feature. The Board of Selectmen was informed that multiple bids had been received. The Board of Selectmen approved that the Cable Access Board go ahead with the purchase. Richard made a motion to move forward in contacting Unique Media Systems and Integrated Solutions Group and move forward with the equipment update, which would include updating the hardware and all installation charges with a total cost of \$36,833.25. The money will come from the Cable Fund and will not cost the town anything. Chris added that it is also the time do some re-wiring in the cable office. This upgrade will get rid of a "ghosting" problem that has been occurring. Chris seconded the motion. All voted in favor. Motion carried. Chris explained that there were other competing systems that could have been purchased slightly cheaper, but would have resulting in growing pains due to training aspects and increased down time.

Chris announced that the Board is looking for new members to serve. The Board meets once a month and works to keep the operation of Channel 17 going and come up with new ideas. He is also looking for people to bring new programming ideas.

The next meeting is scheduled for March 28, 2017.

 At 7:26, **Chris made a motion** to adjourn. **Richard seconded** the motion. All voted in favor. **Motion carried**.

Respectfully Submitted,

Cheryl Eastman

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time the above minutes are corrected or accepted and become permanent.

These Minutes are subject to approval at a regularly scheduled Cable Access Board meeting at which