

DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

Meeting Date: Tuesday, March 28, 2017
Type of Meeting: Regular Public Meeting
Method of Notification: Public Posting – Two locations at Town Hall
Meeting Location: Sandown Town Hall, Upper Hall
Present: Richard Lewis, Chairman, Chris Donnellan, Vice-Chair
Recording Secretary: Cheryl Eastman
Absent: Thomas Tombarello (Selectman Ex-Officio)

Richard Lewis called the meeting to order at 7:00 p.m. The Pledge of Allegiance was said.

Station Manager Update

Chris reported that there was one special program recorded and run last month. It was a presentation done at the Library by an employee of Reuters about fake news, how it is created, and how it gets to us.

Chris is finalizing the Cablecast upgrade. He is trying to coordinate the installation people and the equipment people. Right now they are targeting the first week in May for the install. Channel 17 will be off the air for a couple days during the transition. During this process they will be getting rid of some old equipment and racks and streamlining the equipment. Chris has learned that there is a rebate available for the old equipment that is being replaced. If the old equipment is shipped back to them within 30 days of the install, we will get a 10% discount on the new equipment. This would save about \$2,800. In order to get this rebate, Chris had to enroll in the service plan on the new equipment at a cost of \$1,200 for the year, which would still give a net savings of around \$1,500. Richard suggested if there is extra equipment racks no longer needed they should be offered to other departments in town in case someone can use them. He also suggested that Chris run a slide on Channel 17 several weeks before the install to let people know that the channel will be off the air for two days.

A person has come forward and volunteered to record the Garden Club meetings when they have special presentations to run on Channel 17. Chris is not available on Monday nights to do them so the extra person will come in handy.

Policy and Procedure Update

Richard met with the Board of Selectmen last night regarding the proposed Policy and Procedures. Selectman Bruce Cleveland had a couple suggestions and they have been added to

the document. Richard will forward the document to Cheryl to produce a final draft that can be sent to Town Counsel for review. There was discussion about Section K that deals with the political campaign programming and how some parts can seem contradictory. Richard is hoping that Town Counsel can give some advice on the legal verbiage and descriptions. She may be able to suggest ways to make this section more clearly defined. Richard hopes to have all the changes made, send the document to town counsel, and have it back with her recommendations within 60 days.

Meeting Minutes

Chris made a motion to approve the meeting minutes of 2/28/17 as written. **Motion seconded** by Richard. All voted in favor. **Motion carried.**

The Cable Access Board is always looking for new members and broadcast ideas.

The next meeting is April 25, 2017 at 7:00 p.m.

At 7:31, **Richard made a motion** to adjourn. **Motion seconded** by Chris. All voted in favor. **Motion carried.**

Respectfully Submitted,

Cheryl Eastman