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DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

Meeting Date: Tuesday, June 27, 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.

The minutes of March 28, 2017 were reviewed. Chris **made a motion** to accept the minutes of March 28, 2017 as written. **Motion seconded** by Richard. All voted in favor. **Motion carried.**

Station Manager Report

All the new equipment has been installed and is working well. The meetings are now scheduled to start and be recorded automatically. Chris needs to work on getting all the Boards and Committees to start their meetings on time so there is no dead air time. Richard suggested getting an “On Air” light installed on the back wall of the meeting room so that the Committee and Board members can see when the recording has started. Chris is overall very happy with the equipment, installation, and performance. He can now get rid of the large storage rack in the cable office.

The Conservation Commission has been busy lately with events that will be aired. There will be a Tick Talk tomorrow and a raptor event at the town hall coming up. The Garden Club is recording their events to run on Channel 17.

The new video on demand feature is working well. Chris can post the file of a meeting within an hour of the end of the meeting so that viewers can watch it almost instantly. Viewers can scroll forward and backward as well. If any editing is needed due to having a non-public session, Chris can do the editing at a later time and re-post the edited file. He can also share files to the Facebook page and it will create its own thumbnail.

Policies and Procedures

Town Counsel has reviewed and approved the document. Richard will be going to the Board of Selectmen’s meeting on July 10 to hopefully get final approval.

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 **Other Business**

43 Chris reported that he will arrange to have Comcast come in and check the wiring and the signal
44 strength as the signal leaves the building. The cable outside the building is old coaxial cable
45 and should be checked for damage and wear. Both Chris and Richard agree that if
46 replacements or repair needs to be done to give consistent quality signal it will be done.

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48 Chris said he would like to look into purchasing another camera and tripod system. Having
49 another set will enable recording events that may be happening at the same time.

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51 There is an audio problem with one of the mixers that makes it seem like one microphone is not
52 working. Chris will try to clean it and see if that clears it up. If not, he will get a new mixer.

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54 The next meeting is scheduled for Tuesday, July 25, 2017.

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56 At 7:30, **Richard made a motion** to adjourn the meeting. **Motion seconded** by Chris. All voted
57 in favor. **Motion carried.**

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64 Respectfully Submitted,

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67 Cheryl Eastman