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DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

Meeting Date: Tuesday, August 22, 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 7:04 p.m. The Pledge of Allegiance was said.

The minutes of June 27, 2017 were reviewed. Chris **made a motion** to accept the minutes of June 27, 2017 as written. **Motion seconded** by Richard. All voted in favor. **Motion carried.**

Station Manager Report

The audio issues with the mixer that were reported at the last meeting have been resolved. Chris pulled the mixer apart and cleaned it. It works well now. Richard suggested that Chris maybe should budget some time each week for maintenance items such as that. Chris said that it is hard to anticipate when there will be a problem with something until it happens.

The first part of Old Home Days – the road race and the old church service were recorded. Both events are running on air now.

Chris recorded the mini steam engine demonstration at the depot put on by the Historical Society. He will be editing that footage this week and getting it ready to air.

There is an open 2nd camera operator position.

There are equipment issues with the Bulletin Board system. It was working well after the new equipment was installed for about a month or so. Then the size of the Bulletin Board on air changed. He has determined that the problem is somewhere in the Bulletin Board output area. The installer will be coming back this Thursday to check it out. Comcast may have to come and check the wiring going out of the building as well.

Channel 17 has received a request to air a slide on the Bulletin Board with info regarding how to make a donation to a family in town that recently had a house fire. There is a fund set up at

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 TD Bank for all donations. Richard sees no problem with airing the slide. Chris **made a motion**
43 to air the Bulletin Board slide with the information for donations for the family that has had
44 their house burned recently. **Motion seconded** by Richard. All voted in favor. **Motion carried.**

45

46 **Policies & Procedures**

47 Richard reported that the Policies and Procedures document has been approved by the Board
48 of Selectmen. The document is posted on the website. If anyone has any questions or
49 concerns about the document, they should direct their comments to the Cable Access Board.

50

51 Richard met with Deb Hoadley, the new Library Director and discussed the possibility of
52 recording "story time" at the library and running it on Channel 17. Richard and Chris discussed
53 various aspects of this idea, including any potential copyright problems, and the possibility of
54 purchasing a new camera to leave at the library for recording. Richard asked Chris to gather
55 quotes on new camera equipment. Chris will coordinate with the Library Director regarding the
56 recording.

57

58 Chris reported that the computer used for editing recordings sometimes does not recognize
59 one of the drives and needs to be restarted. He will bring that computer for repairs once the
60 other equipment issues are worked out.

61

62 Richard asked Chris to look into having a third party service to provide an off-site back-up of the
63 files. A new back-up drive has recently been purchased, but it is located in the Channel 17
64 office, so the files are still vulnerable to loss.

65

66 Old VHS tapes of Sandown events were given to Channel 17 from the library. Richard asked
67 Chris to review them to determine if they are worth saving and if so, perhaps purchase a
68 machine that will dub from VHS to DVD and convert them.

69

70 The Town of Chester cable office has some recordings of interviews with the candidates that
71 are running for the open Representative seat in the election coming up in September. Chris
72 would like to run these recordings on Channel 17 since this Rep also represents Sandown.
73 Richard feels that they should be reviewed to ensure that they are impartial and equal. If there
74 is no reason why we shouldn't run them, then give equal time to each candidate and run them
75 between now and the election at the end of September. Richard feels this would be considered
76 bicycled programming and, according to the Policies and Procedures, is fine to run on Channel 17.
77 Chris and Richard agreed that there should be a disclaimer at the beginning and end of each
78 broadcast that says something to the effect of "The Town of Chester cable committee recorded
79 them and Sandown is running them because the district includes Sandown. Channel 17 is not
80 responsible for the content and did not generate the content. They are being run to help inform
81 the citizens in their selection for State Rep." Chris **made a motion** to review the videos to

82 determine if the content is OK to run and if so, Channel 17 will air them. **Motion seconded** by
83 Richard. All voted in favor. **Motion carried.**

84

85 The Cable office is looking for camera operators. This is an easy position with a little training for
86 anyone who is computer knowledgeable. This is a paid position that earns \$50 for each
87 meeting recorded.

88

89 The next cable meeting will be September 26, 2017.

90

91 The Board is always looking for new members and program ideas.

92

93 At 7:55, Richard **made a motion** to adjourn. **Motion seconded** by Chris. All voted in favor.
94 **Motion carried.**

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Respectfully Submitted,

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Cheryl Eastman