

1 **DRAFT**
2 **Minutes**
3 **Sandown Cable Access Board**
4 **Town of Sandown, NH**
5

6 Meeting Date: Tuesday, Jan.23, 2018
7 Type of Meeting: Regular Public Meeting
8 Method of Notification: Public Posting – Two locations at Town Hall
9 Meeting Location: Sandown Town Hall, Upper Hall
10 Present: Richard Lewis, Chairman, Chris Donnellan, Vice-Chair
11 Recording Secretary: Open
12 Absent: Thomas Tombarello (Selectman Ex-Officio)
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15 Richard Lewis called the meeting to order at 7:02 p.m. The Pledge of Allegiance was said.
16

17 No meeting minutes were available for review from the Oct meeting. They were not complete in
18 time for the meeting. To be reviewed at Feb meeting.
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20 **Station Manager Report**

21 Chris reported he has gotten some interest in the open recording secretary position. He will
22 pursue this.

23 Also interviewed a candidate for the open camera operator position. Background check is in
24 process. Chris will notify the Board of Selectmen we would like to expedite this process to see if
25 they can give approval once the background check is complete.

26 The Video on Demand server is currently being repaired. This is expected back very soon.

27 Archived meetings are available temporarily from the stations Vimeo account.

28 Deliberative Session is planned for Feb 3 and will be broadcast and recorded.

29 Chris would like to have the town hall rental agreement add wording about use of the projector
30 and remote. A motion was made by Richard Lewis to request adding language to the rental
31 agreement, seconded by Chris. All members voted Aye, the motion was passed.

32 2 replacement microphones have been purchased and put into service. The original plan was to
33 replace 3 of them, but the credit card limit would not cover the cost for all 3. A third microphone
34 will be ordered.

35 The old CRT monitor in the studio has been replaced with a new flat panel monitor that was
36 approved previously. Chris will look into disposal of the old CRT monitor.

37 There is a 19 in equipment rack that used to be in the studio that can be offered to any other
38 town agency that might want one. The equipment that is used to contain has been replaced with
39 other devices and it is no longer needed and takes up studio space.

40 The editing computer is having issues. Chris will look into what the cost of a replacement will be.
41 There may be need to get all computers in the studio up to the current version of Windows so all
42 PC's have the same version of SW.

43 **Other Business**

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45 Richard reported on a meeting with the library to begin Story Hour recordings. Will need to
46 investigate how the recording will be paid for. Will investigate getting approval from BOS.
47 Have asked the librarian to contact resident Al Currier about doing the interview with the
48 librarian he proposed in a past meeting.

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

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54 The next cable meeting will be Feb 27, 2018.

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

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58 Motion made to adjourn meeting made by Richard, motion seconded by Chris. All members
59 voted Aye.

60 Meeting adjourned at 7:45.

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Respectfully Submitted,

Richard Lewis