DRAFT 1 Minutes 2 **Sandown Cable Access Board** 3 Town of Sandown, NH 4 5 6 Meeting Date: Tuesday Feb. 27, 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 Richard Lewis, Chairman, Chris Donnellan, Vice-Chair, Open 10 Present: Recording Secretary: Melyssa Tapley 11 12 Absent: Thomas Tombarello (Selectman Ex-Officio) 13 14 15 Richard Lewis called the meeting to order at 7:00 p.m. The Pledge of Allegiance was said. 16 17 The minutes of Oct. 24, 2017 and Jan 23, 2018 were reviewed. Richard made a motion to accept the minutes of Oct. 24, 2017 and Jan. 23, 2018 as amended. Motion seconded by Chris. All 18 19 voted in favor. **Motion carried**. 20 21 **Station Manager Report** 22 Chris Reported the Cable Board now has two people to record the meetings. Jarrett Dow was approved by the Board of Selectman. Melyssa Tapley was also approved by the Board of 23 24 Selectman to be the Recording Secretary. 25 The Video on Demand server was returned and back in operation and working very well. The 26 Video on Demand creates a web page to incorporate everything from the home page to Video 27 on Demand. Chris was able to upload several meetings to Video on Demand with no problems. 28 The server was repaired under warranty. They could not find anything physically wrong with the 29 30 Deliberative Session went well. There were a few issues with Power Point that got fixed. Chris 31 was able to upload the Deliberative Session to the website and Video on Demand the same day 32 with no issues. Chris is looking into new cameras and a control panel for the Town Hall. Chris is looking into the 33 price for 3 to 4 new cameras and has contacted ISG and Access AV for prices. 34 35 Chris is also looking into a new portable camera. Chris will also be purchasing more SD Cards, a new thumb drive and some gaffers tape, and more cable. 36 37 Chris looked in to Office 365. The laptop has Office 365 and is running Windows 10. The Editing Computer needs to be updated. Chris is looking into local companies to build a new computer. 38 39 Adobe Creative Cloud is the best route to go for editing and version of Premier. Adobe Creative Cloud will cost around \$19.95 a month for a individual, for a Business it will cost \$29.99 per app, 40

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per license.

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43	Other Business
44	Library/ Story Time
45	Richard had a meeting with the Library Director on Wednesday the 28 th to discuss recording Store
46	time and possibly put it on Channel 17. Richards goal is to eventually have one of the Library Staf
47	record Story Time.
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49	The next cable meeting will be March 27, 2018
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51	The Board is always looking for new members and program ideas.
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53	At 7:35 pm, Chris made a motion to adjourn. Motion seconded by Richard. All members voted
54	in favor. Motion carried.
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59	Respectfully Submitted,
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