

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

**DRAFT**  
**Minutes**  
**Sandown Cable Access Board**  
**Town of Sandown, NH**

- Meeting Date: **May 28.2019**  
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, Al Correia,  
Member  
Recording Secretary: **OPEN**  
Absent: Eric Olsen (Selectman Ex-Officio)

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

The minutes of Nov.27 as amended were reviewed.  
Chris DONNELLAN **made a motion** to accept the amended minutes of Nov. 27 as written. **Motion seconded** by Richard Lewis. Chris and Richard voted Aye. Al and Eric abstained as they were not present at that meeting. **Motion carried.**

**Station Manager Report**

Chris has contacted the NH Community Media Coalition and joined.  
We have subscribed to iDrive for station backup of digital content. Backup is now complete. It took almost 2 weeks to backup. Ongoing backup will occur automatically.  
The Tightrope system is now covered by a extended support package for the next 4 years.  
The old VHS videos of town events that came from the library need to be transferred to digital format. Chris has spoken to 3 possible vendors that can do this transfer (Goodheart, Scan Café, and Everpresent). The lowest quote was at \$420 from Goodheart. Board agreed to move forward on this.  
Motion was made by Richard Lewis to allow cost of up to \$500 for the transfer. Motion was seconded by Eric. **All members vote Aye.** Motion Carried.  
Chris is still looking at a replacement power backup Uninterruptable Power Supply (UPS). No action on this.  
The switcher unit in the station control room is out of date and in need of replacement. Vendor Integrated Solutions has recommended a Tri Caster (NewTek) model 410 as a replacement. This will provide for 4 SDI inputs that is needed in addition to other inputs that are needed.  
Chris has also looked at Broadcast Pix device.  
Chris has also looked at a Sony Any Cast device.

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 All devices have enough inputs for the control room needs.  
43 Chris prefers the Tri Caster device as its operation is more automatic and the need to train new  
44 operators will be simpler with a system that has more automation.  
45 Approximate cost for different devices is:  
46 Tri Caster - \$10K  
47 Broadcast Pix - \$12K  
48 Sony - \$9K  
49 In addition, Chris would like to budget for Integrated Solutions to do the selected device  
50 installation and setup.  
51 Chris will get formal quotes for the options to present to the board.  
52

53 The open CAB recording secretary position is starting some get some interest. Board not clear on  
54 the number of hours and pay rate for the position and will contact the town administrator to see  
55 what they are.  
56  
57

#### 58 **Other Business**

59 Eric Olsen stated there has been some interest in the possibility of live streaming the CAB  
60 meetings to Facebook. This would allow non cable subscribers to view the meeting in real time.  
61 The meetings are placed on the Video On Demand server for review at a later date currently.  
62 In order to stream a converter would be needed to change the video format to one that can be  
63 viewed on Facebook. One option for this converter is available from Tightrope and would cost  
64 approximately \$2800.  
65 There would need to be investigation of how much transmission bandwidth would be needed to  
66 support a live stream. This support may also require setting an additional Comcast Account to  
67 support this.  
68 Board agreed that more investigation is needed to determine what the real interest is present  
69 before proceeding any further.  
70

71  
72  
73 The cable office is also looking for a Recording Secretary for the board meetings.  
74

75 The next cable meeting will be **June 25, 2019** at 7 PM in the Town Hall.  
76

77 The Board is always looking for new members and program ideas.  
78

79 At 7:40 PM, Chris **made a motion** to adjourn. **Motion seconded** by Al.  
80 All voted in favor. **Motion carried.**  
81  
82

83  
84  
85  
86  
87  
88

Respectfully Submitted,

**Richard Lewis**