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**Uxbridge Cable Advisory Committee
October 25, 2018 Meeting Minutes**

Uxbridge Cable Advisory Committee Members present: Mark Stacy (Chair), Andrew Gorman (Vice Chair), Thomas McNulty (Member)

Absent: James Hogan (Member)

Also Present: Director of Uxbridge Community Access Television (UCAT) Barry Giles.
Meeting held at Uxbridge High School (TV Studio).

It being 6:00 PM, the meeting being properly posted, duly called and a quorum being present, Chairman Stacy called the meeting to order.

New Business:

Discussion of Procedure for Contract Negotiation: A physical copy of the contract could not be located in the Board of Selectmen/Town Manager's office, but Mr. Giles printed new copies for the committee to review. Members agreed that a physical copy should also be kept in Town Hall as the Board of Selectmen functions as the licensing authority. The committee members agreed to familiarize themselves with the content of the contract in anticipation of the next meeting. Members were also provided with a guide to the renewal process prepared by the Massachusetts Department of Telecommunications and Cable.

Program Coordinator's Report: Coverage continues to grow of town government meetings and education events. Mr. Giles noted some changes in local programming, including one show that has relocated. New show ideas are being considered. New opportunities are also being explored to utilize the drone.

Regarding equipment needs, Mr. Giles explained that they have been experiencing some issues with batteries for department's headsets. Mr. Giles has also considered working with an auction company to potentially sell old equipment stored at the McCloskey building. A goal is to salvage the surplus equipment which is compatible with what is currently being used.

Member Issues:

No member issues were discussed at this time.

Old Business

Long-term Goals: During recent Department Head Meetings, Mr. Giles notes that there has been a lot of discussion regarding long-term plans, especially for matters like capital needs. Generally, capital needs are considered in the budgeting process and he follows a two year cycle in evaluating equipment maintenance and ways to improve service.

Mr. Giles has recently been approached by the Board of Health regarding energy efficiency. The studio lighting currently features a combination of halogen and fluorescent bulbs and there is an opportunity to switch over to LED.

Mr. Giles indicated that the committee could consider meeting more frequently to consider its long-term goals and those of the department. Mr. Gorman said that increasing the frequency of meetings would help the committee to establish and follow through with goals.

The Committee also had a brief discussion about the decline in PEG funding across the state due to residents cutting off cable subscriptions. Alternate means of revenue discussed included considering a pay-to-stream town government web service as an example. The Committee also discussed inviting the School Superintendent as well as the Town Manager to the next meeting to discuss programming, the education channel, and the contract negotiation process.


Meeting Minutes:

The minutes of the April 17, 2018 minutes were passed over due to lack of quorum of the members present from said meeting. A draft copy of these minutes has been prepared by the vice chair and will be reviewed at the next meeting.

At 6:40 PM Mr. Gorman made a motion to adjourn the October 25, 2018 meeting. The motion was seconded by Mr. McNulty and passed 3-0-0.

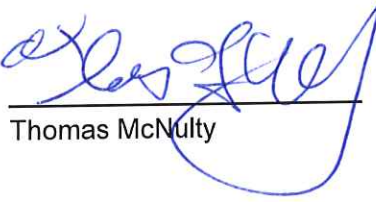
Respectfully prepared by Andrew Gorman. Approved on 11/15/2018


Mark Stacy, Chair


Andrew Gorman, Vice Chair

(Absent)

Jim Hogan


Thomas McNulty