

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

#### **Meeting Minutes**

**Monday, July 1, 2019**

Fred Fontaine called the meeting to order at 7:04pm

**Committee Attendance:** Fred Fontaine, Tom Devlin, Chris Menn

**Excused Absence:** Bob Werme

**Staff:** Pat Aldrich, Al Galvin

1. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
2. **FY20 Re-Organization:** Tom made a motion that Fred Fontaine be the Chair for FY20, Chris 2nd, unanimous favor. Fred made a motion that Tom Devlin be Co-Chair for FY20, Chris 2nd, unanimous favor. Some discussion over bolstering interest in Committee vacancies.
3. **Financials:** *Financials Report Attached.*
4. **Expenditures:** Vouchers: Fred signed 5/22/19, Tom signed 6/13, 6/20, 6/27, 7/1/19
5. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 5/13/19 as written, Chris 2nd, unanimous favor.
6. **Correspondence:** Charter Channel Change 5/20, Selectmen Letters 6/4: Fred & Chris reappointed to DCAC. Charter Channel Change 6/7, Finance Report "Cable Budget FY20" submitted.
7. **Coordinator Report:**
  - **Meetings Report May & June 2019**
  - 5/16/19 Professional window washing of all windows in Municipal Center, Cable Office included, looks great.
  - 2006-2010 Fully uploaded to Internet Archive, link on website.
  - 5/26/19: Memorial Day recorded, being broadcast/YouTube
  - MacMini in cable office monitor had died, new one ordered and installed.
  - All vendors have returned quotes for Resource Room PA System, to be considered.
  - Reminder: Need a committee vote on signing authority for FY20. *Tom motioned to allow the Chair and Vice Chair to sign the vouchers and payroll in FY20, 2nd by Chris, unanimous favor.*
8. **Equipment:** Resource Room PA System Quote breakdown. Discussion about the project and vendor response. Discussion about the various details of each quote. Fred recommended the Pro Sound quote based on his experience with audio equipment. *Tom made a motion to accept the Pro Sound Audio services bid for the PA system in the Resource Room, Chris 2nd, unanimous favor.* Pat said he would pass on the recommendation to the Town Administrator to follow through with Town Procurement Protocol.
9. **Competition:** Fred said there was no response from alternative cable providers.
10. **Next Meeting:** Monday August 12, 2019 tentatively as Resource Room PA project unfolds, if no need to meet, will skip to September.
11. **Adjourn:** *Tom motioned to adjourn at 7:45pm, Chris 2nd, unanimous favor.*

