

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, January 27, 2020

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

Committee Attendance: Fred Fontaine, Bob Werme, Chris Menn

Staff: Pat Aldrich

1. **Committee Vacancies:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested. Quarterly meetings make it less of a time commitment than before.
2. **Meeting Minutes:** Bob motioned to accept the meeting minutes of 9/9/19 and 10/07/19 as written, Chris 2nd, unanimous favor.
3. **Annual Town Report:** Bob made a motion to approve the first draft annual town report as submitted as the official report to be submitted, Chris 2nd, unanimous favor.
4. **FY21 Budget:** First draft submitted, 3% increase. No special capital projects needed. Bob motioned to accept the proposed budget for FY21 as written, Chris 2nd, unanimous favor.
5. **Coordinator Report:**
 - Expenditures Summary Year to Date:
 - i. Wages \$20,825
 - ii. Expenditures \$3,334
 - iii. Capital (Resource Room PA) \$21,088
 - Pat gave a quick update on the PA install, good feedback, sounds great.
 - Pat mentioned he got approval from the Board of Selectmen to sign off on all important documents so Committee members will not need to come in to sign.
 - Pat discussed creating a timeline to coordinate quarterly functions of the Cable operation so things can be approved by the Committee.
 - Recording Assistants are all seasoned and things are working smoothly.
 - Pat outlined a new truncated agenda for faster meetings.
6. **Next Meeting:** First week of April, possibly 4/6/20.
7. **Adjourn:** *Bob motioned to adjourn at 7:19pm, Chris 2nd, unanimous favor.*