

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, September 24, 2018

Fred Fontaine called the meeting to order at 7:05pm

Attendance:

Committee: Fred Fontaine, Tom Devlin, Chris Menn

Unexcused 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. **Financials:** *Town Finance Director's report attached in "Meeting Packet".*
3. **Expenditures:** FY18 Financial Reconciliation Spreadsheet submitted. Vouchers signed by Fred Fontaine - 8/20/18
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 8/13/18 as presented, Chris 2nd, unanimous favor.
5. **Correspondence:** 8/15/18 - Charter Channel Change, 8/31/18 - Charter New Lineup Change, 9/7/18 - Charter Annual Outage 500 Form, 9/13/18 - Charter Tier Change.
6. **Coordinator Report:**
 - **DHS Recording Rack:** Upgrades installed 8/3 using repurposed equipment from our rooms. Feedback has been positive using PTZ cameras has improved their production quality.
 - **Apple TV:** Has been installed in the Community Room as requested for use with the presentation screen. Signal pass-through the video recording equipment for video capture as well.
 - **Apple Airport Base:** Has been located in the ceiling of the Resource Room, unplugged. Was originally installed as a wi-fi extender, but was unplugged at some point. Was factory reset and repurposed for Community Room wi-fi extender to help the Apple TV signal.
 - **UPCOMING 10/3/18:** Annual Media Expo in Danvers, received a vendor code from Comrex for free admission (normally \$50).
 - **UPCOMING 10/6/18:** Oktoberfest Entertainment Recording, staff have been secured for all three stages.
7. **Equipment:** Tom motioned not to spend more than \$750.00 on a Mac Mini with mount for the Resource Room presentation screen to be utilized without Cable staff, Chris 2nd, unanimous favor. Tom motioned to approve \$4,000.00 to buy an iMac 5k as proposed, Chris 2nd, unanimous favor. Tom motioned to approve \$4,800.00 to buy a Mac Book Pro as proposed, Chris 2nd, unanimous favor.
8. **Other Business:** Discussion about the Resource Room audio PA in-room system. Tom asked for clarification on Cable's responsibility on this item, as past inertia has placed ownership of the speakers with Cable, he is not sure that is correct. Pat will seek clarification from Town Admin. Tentatively, the PA system budget can not exceed \$13,000.00 which is the remaining equipment budget for FY19. More discussion to be had about setting guidelines for this project.

9. **Next Meeting:** Monday, October 15, 2018
1. **Adjourn:** *Tom motioned to adjourn at 7:44pm, Chris 2nd, unanimous favor.*