

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, October 22, 2018

Fred Fontaine called the meeting to order at 7:35pm

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".* Pat was asked to pair down the information into a more readable fashion for the next meeting.
3. **Expenditures:** FY18 Financial Reconciliation Spreadsheet submitted. Vouchers signed by Fred Fontaine - 9/26/18, 10/16/18. Vouchers signed by Tom Devlin - 10/10/18
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 9/24/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** 10/2/18 - Charter Bill Adjustments, 10/15/18 - Meeting DVD Request fulfilled, FY19 "Boards and Committees" listing by Suzanne Kane.
6. **Coordinator Report:**
 - **Meetings Report September 2018**
 - **Equipment: 10/6/18:** Oktoberfest Recordings were successful, high quality videos are already being uploaded, faster editing times using new external drive techniques. Some discussion on ideas for enhancing the resulting programs.
 - **10/12/18:** Assisting Mr. Denoncour at the High School set up for a TV production class using older equipment to teach the basics of multi-cam production. *Pat discussed offering the older iMac to Mr. Denoncour for this class purpose, if he's interested in teaching cross-platform.*
 - **Upcoming:** Special Town Meeting November 13, 2018 7pm @ High School Auditorium
7. **Equipment:**
 - **iMac 27"** approved 9/24/18, ordered 9/25/18, shipped 10/19/18.
 - **Mac Mini** approved 9/24/18, ordered 9/25/18, delivered 10/5/18, currently discussing install location with Building Dept and Town Administrator.
 - **Mac Book Pro 15"** approved 9/24/18, ordered 9/25/18, delivered 10/19/18, setup and ready for use.
 - **Resource Room PA discussion:** Fred gave a brief history of the project and the scope of the project. Fred proposed a 50/50 split with the Town for the project, as half of the equipment is for the infrastructure of the room, not just cable purposes. Pat will set up a meeting with the Town Administrator and Fred to discuss project parameters to consider quotes.
8. **Other Business:** Fred mentioned that when we set meeting dates, we will stick to

them, unless it is cancelled or changed.

9. **Next Meeting:** Monday, November 19, 2018

1. **Adjourn:** *Chris motioned to adjourn at 8:10pm, Tom 2nd, unanimous favor.*