

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, November 19, 2018**

Fred Fontaine called the meeting to order at 7:10pm

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

**Staff:** Pat Aldrich, Sarah Guimond

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".* Tom read from Pat's condensed version, available as part of the meeting minutes packet online.
3. **Expenditures:** Vouchers signed by Fred Fontaine - 10/30/18. Tom Devlin mentioned that the new Town Website is online at Douglas-MA.gov. Pat mentioned the old website has been reinstated until confusion/errors can be worked out.
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 10/22/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** 10/25/18 - Charter Tier change, 11/14/18 - Charter final payment of \$19,000 for Capital fund as license outlines was received.
6. **Coordinator Report:**
  - **Meetings Report October 2018**
  - **10/22/18:** Sr. Center "Game Show" recorded, Was edited and uploaded to YouTube, but blocked due to copyright content. Can share via Google Drive
  - **11/13/18:** STM recorded, edited, broadcasting and YouTube.
  - Mr. Denoncour respectfully declined the use of the older iMac for video class, as he is at full capacity teaching the current platform. This iMac has been installed on the cable office network to utilize the additional core for Compressor, which has increased performance of transcoding video files for broadcast and web.
7. **Equipment:** **iMac 27"** has been received, setup, and is current main workstation.  
**10/30/18:** Fred & Pat met with Matt Wojcik About PA system. Town will cover 50% of the project, Cable will cover 50%. Tom motioned to approve \$8,000 for the Cable portion of the Sound System in the Resource Room at Town Hall, Bob 2nd, unanimous favor. Pat will seek further information on the ADA Compliance portion of the project. Mac Mini was installed 11/5/18, ready for use, can be operated without Cable Staff, directions posted beneath screen. Wireless keyboard and mouse are ready to use. Guest profile created with a posted password.
8. **Other Business:** Some discussion was had about the current internet service at the Municipal Center as it affects Cable operations. The new 5-year Municipal contract should help increase download/upload speeds.
9. **Next Meeting:** Monday, December 10, 2018
10. **Adjourn:** *Tom motioned to adjourn at 7:30pm, Chris 2nd, unanimous favor.*