

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, December 10, 2018**

Tom Devlin called the meeting to order at 7:14pm

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

**Absent:** Fred Fontaine

**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 - 11/20/18.
4. **Meeting Minutes:** Bob motioned to accept the meeting minutes of 11/19/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** Pat summarized the Douglas Cable comments draft 1 for FCC filing docket 05-311, which affects Cable Access funding nationwide. Charter Channel Change 12/10/18. General ethics reminder about appropriate municipal staff gifts 12/10/18.
6. **Annual Town Report for FY18:** First draft submitted by Pat, Tom asked to delay this item until January, as he would like to try drafting something. Due end of January.
7. **Coordinator Report:**
  - **Meetings Report November 2018**
  - **11/27: Tightrope Updates:** Carousel Bulletin Board software update to v7.4.1, Cablecast Broadcast software updated to v6.5.0. Tom asked if we could place bulletin board on our new website. Pat outlined a possible solution, but discussed that it's not a "feature" of the current system.
  - "Classic Drive TV" was submitted by Fitchburg Cable, very high quality show about automobiles, currently playing on Public Channel 191.
  - Unused and old style cables and connectors were delivered to Al Denoncour at the High School to use with his video class.
  - Resource Room PA System: Town Administrator would like to see a price breakdown before asking for funding on the Town end. Pat has requested this info from the vendor ASAP.
  - Police & Fire utilized the Resource Room presentation system for a training.
8. **Other Business:** Job Description updates for 2019 will be discussed at the January meeting. Pat will send copies with his suggested edits.
9. **Next Meeting:** Monday, January 14, 2019
10. **Adjourn:** *Bob motioned to adjourn at 7:30pm, Chris 2nd, unanimous favor.*