

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, April 8, 2019

Fred Fontaine called the meeting to order at 7:08pm

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn

Absent: 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:** *March report was not ready.*
3. **Expenditures:** Vouchers: Fred signed 3/27/19
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 3/11/19 as presented, Chris 2nd, unanimous favor. Tom motioned to approve the meeting minutes of 3/18/19 as presented, Chris 2nd, unanimous favor.
5. **Correspondence:** Charter annual PEG support payment: \$65,456.09 (FY20 budget). Tom gave an explanation of this check. Charter Form 500 Service Interruption report. Tom noted that the subscriber rate is 2,330 total. Charter 3/25/19 lineup changes. Charter 3/29/19 VOD yoga fitness channel available by subscription. Tom noted there is another change in Govt. Coordinator at Charter.
6. **Coordinator Report:**
 - **Meetings Report March 2019**
 - 3/14/19 Recorded Senior Center "St. Patrick's Day" lunch celebration - "Boxty!" Irish folk music live performance, uploaded to YouTube and being broadcast.
 - 3/21/19: Ordered a Yamaha 12" Powered Loudspeaker for the back of the Resource meeting room as a temporary PA until our project is approved. With speaker stand and RCA - 1/4" cable total: \$723.39
 - 3/21/19: Ordered Aja Ki Pro Kistor Modules, have been received, installed except DHS unit. Pat will arrange install.
 - 3/22/19: At the Town Engineer's request, partnering with the Minutes Taker for various meetings, we have developed a system to add time code links to YouTube meetings. Example: <https://youtu.be/mfFjvOtnDVY>
 - Still ironing out the details, will be done on the Minute's Taker's schedule.
 - **Assessor's Meeting Recordings:** Following up on this, spoke to Matt Wojcik and he said to discuss directly with the Assessor's office, and that anything of theirs that is public session should indeed be recorded. Spoke to the Assessor's office and left it in their hands to notify Cable when they have an agenda that is NOT executive session that is to be recorded.
 - **Missed Water/Sewer recording 4/2/19** they had submitted a revised agenda that started their meeting at 6pm, while it was not communicated to the Clerk, so the posting still said 7pm. Our person showed up and they were finished meeting.
 - 4/2/19 Presented Cable FY20 budget to the Finance Committee, asked if it would be possible to actively pursue another Cable franchise. Some discussion about this item. Fred said he would reach out to find some contacts at other franchises.

7. **Other Business:** Tom mentioned that he met with the Selectmen about the Capital Project (Resource Room PA) which they approved. They asked about “mute” switches on the microphones, some discussion about this item. Tom asked how quickly we could have the project begin after the funding is approved at the annual town meeting of 5/6/19. Pat said that we would have to reach out after the budget is approved and begin the procurement schedule as soon as possible. Fred mentioned the ability to stream live online, will look into possible devices. Some discussion about which meetings would be live streaming.
8. **Next Meeting:** May 13, 2019
9. **Adjourn:** *Tom motioned to adjourn at 7:38pm, Chris 2nd, unanimous favor.*