

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, May 13, 2019**

Fred Fontaine called the meeting to order at 7:04pm

**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](mailto:cable@douglasma.org) or call 508-476-4000 ext 222 if interested.
2. **Financials:** *Financials Report Attached.*
3. **Expenditures:** Vouchers: Tom signed 4/17/19, Tom signed 4/24/19
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 4/8/19 as written, Chris 2nd, unanimous favor. Tom motioned to approve the meeting minutes of 3/18/19 as presented, Chris 2nd, unanimous favor.
5. **Correspondence:** Memorial Day Parade agenda 4/28/19 - Pat will post the information on Cable social media. Charter Form 200 4/30/19. ATM 5/6/19 article 7 Cable PEG budget FY20. ATM 5/6/19 article 10 Capital FY20 Resource Room PA project \$18,000.
6. **Coordinator Report:**
  - **Meetings Report April 2019**
  - 4/25/19 Cherry Tree Dedication ceremony was recorded at the Municipal Center, is on YouTube and broadcasting on the Public Channel 191.
  - 4/30/19: Senior Center Program "Mushrooms!" with Douglas Orchard and Farm was recorded, on YouTube and broadcasting on the Public Channel 191.
  - 5/6/19: Annual Town Meeting was recorded, is on YouTube and being broadcast on the Govt Channel 192.
  - Upcoming: 5/26/19 Memorial Day Parade will be recorded.
7. **Equipment:** Resource Room PA Procurement schedule was outlined by Pat, according to the new Town Administrator. *Outline attached. Needs assessment attached.* Pat noted some vendors we can start requesting from, Town Administrator will provide some vendors off the Commbuys list. *Purchase description is attached.* Pat explained an issue with some noise disturbance in the Community Room audio. As it is coming up on replacement time, Pat sought a quote to replace the audio in that room. Some discussion about this item, more research needed.
8. **Competition:** Fred reached out to alternative Cable providers, no response yet. Tom and Chris discussed local restrictions on expanding broadband services as outlined in MA general law.
9. **Next Meeting:** Monday June 10, 2019
10. **Adjourn:** *Bob motioned to adjourn at 7:41pm, Chris 2nd, unanimous favor.*