

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, December 11, 2017**

Tom Devlin called the meeting to order at 7:06pm

**Attendance:**

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

**Staff:** Pat Aldrich, Sarah Guimond

1. **Committee Vacancies:** There are two openings on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 222 if interested.
2. **Financials:** *Town Finance Director's report attached.*
3. **Expenditures:** Vouchers signed by Tom Devlin - 11/8/17, 11/21/17
4. **MM:** *Bob motioned to accept the meeting minutes of 10/16/17 as presented, Chris 2nd, unanimous favor.* Tom spoke to Charter government support about the North Village condo cable buildout to help move the paperwork along. Construction is slated to begin in December. Tom will follow up with the resident.
5. **Correspondence:** 11/9/17 Charter channel changes. Letter from Matt Wojcik discussing utilizing Pat to help with the new town website migration and possibly long term for content management assistance. His letter asked if the committee would be comfortable allowing Pat to take on new duties as related to this. Pat gave a short history of how they came to ask him. Committee was supportive of the overall idea, but would need to see a plan of action in order to approve. Tom will follow up with Matt.
6. **2017 Annual Town Report:** first draft was submitted by Pat. Some basic edits suggested, second draft will be added to the next meeting agenda for consideration. During this item, the BVT SC meeting coverage was mentioned and decided to continue coverage for the foreseeable future.
7. **Senior Discount on Basic Cable:** under the current contract senior citizens 65+ with basic cable packages can receive a 10% discount if they provide Charter with the proper identification documents either online or physically at one of their storefront - the closest being Webster, MA. This information has been shared online through Twitter and Facebook as well as with the Douglas senior center.
8. **Conservation Committee Meeting Coverage:** This committee has historically had their staff member tape these meetings. They have requested that Cable begin scheduling recording assistance to tape these meetings going forward. Committee agreed and Pat will add them to our current list of recorded meetings.
9. **Staff Evaluations and Job Description Updates 2018:** Matt Wojcik, new Town Administrator, has requested a simplified performance review based on the current job descriptions. All Cable descriptions need updating. Some discussions about staffing issues and ideas followed.
10. **Coordinator Report:** *Pat's report attached.*
11. **Equipment:** Megahertz quote for fiber transmitter\receiver for library live broadcast location, suggested for future budget consideration. Tightrope Media Software Assurance quote for 1 year of software warranty approved for purchase.
12. **Other Business:**

13. **Next Meeting:** Monday, January 8, 2018 @ 7pm

1. **Adjourn:** *Bob motioned to adjourn at 7:54pm, Chris 2nd, unanimous favor.*