

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, February 26, 2018

Tom Devlin called the meeting to order at 7:05pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich

1. **Committee Vacancies:** There are two openings on the Committee, email 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 - 12/20/17, 1/11/18, 1/23/18
4. **MM:** *Bob motioned to accept the meeting minutes of 12/11/17 as presented, Chris 2nd, unanimous favor.*
5. **Correspondence:** 12/14/17 Charter price adjustment. 12/21/17 Charter channel changes. 2/12/18 Charter lineup change.
6. **2017 Annual Town Report:** 1/8/18 final draft was submitted to the Town Administrator's office for printing in the annual Town Report.
7. **Website Admin Assistance:** IT Director Scott Motyka submitted a memo outlining the website admin training sessions that have recently held. Pat was involved in two sessions, with more planned before the launch in March.
8. **5 Year Financial Projection:** Matt Wojcik, new Town Administrator asked for a 5 year financial projection in a specified spreadsheet format. Pat presented a spreadsheet with an initial breakdown of the next five years as it relates to the Cable operational and capital budgets. Pat noted that the projection takes into account that we are focusing on mainly Government coverage with a light Public presence as needed. This will help keep the Capital needs moderate, as we don't need expensive production equipment without a studio. Some discussion about how the wages might be affected by minimum wage changes, etc. Some discussion was had about supporting the school's video needs but need to iron out our place within that. Tom mentioned we would need to discuss with the School first. *Bob motioned to approve the 5 year budget projection as presented, Chris 2nd, unanimous favor.*
9. **FY19 Budget:** Pat presented a spreadsheet with an initial FY19 Budget breakdown. *Bob motioned to approve the proposed FY19 Cable Budget to submit to the Finance Committee, Chris 2nd, unanimous favor.*
10. **Coordinator Report:** *Pat's report attached.*
11. **Next Meeting:** Monday, March 12, 2018 @ 7pm
1. **Adjourn:** *Bob motioned to adjourn at 7:43pm, Chris 2nd, unanimous favor.*