

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday, May 14, 2018**

Tom Devlin called the meeting to order at 7:04pm

#### **Attendance:**

**Committee:** Tom Devlin, Chris Menn, Fred Fontaine

**Excused Absence:** Bob Werme

**Staff:** Pat Aldrich

1. **New Cameras:** Tom noted that the meeting was being filmed on new cameras.
2. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
3. **Financials:** *Town Finance Director's report attached in "Meeting Packet".*
4. **Expenditures:** Vouchers signed by Tom Devlin - 4/11/18, 4/24/18, 5/2/18, 5/9/18
5. **MM:** *Fred motioned to accept the meeting minutes of 4/9/18 as presented, Chris 2nd, unanimous favor.*
6. **Correspondence:** Charter Annual Operating Fee FY19 received, \$63,549.60. 4/19/18 Charter lineup changes. 4/27/18 Town Administrator memo about supplies pricing, 2/5/18 Resident letter about cable fees/distribution of video content. 4/30/18 Tom Devlin response to resident letter. 5/1/18 Charter lineup change, 5/2/18 VFW details of Memorial Day Parade. 5/12/18 Pat email to Steve Zisk about new equipment in the Community Room. Recording Assistants will be scheduled for future Conservation Commission meetings. Previously, the committee had recorded itself.
7. **FY20 Budget:** Initial layout based on 3% increase as outlined in the Cable License. More discussion to be had in regard to relation to Cable 5-Year Plan.
8. **Coordinator Report:** *Pat's report attached in "Meeting Packet".*
9. **Equipment:** Discussion of hanging microphones for Resource Room audience area, Fred mentioned that ProSound Audio Service will be able to come out to assess the entire sound system, so hold off until that is done. Tightrope Live Streaming server discussion, possibility for future use if the demand increases. Kramer wireless presentation server discussed as a concept for possible future use.
10. **Other Business:** Reorganization should be placed on the agenda for next meeting.
11. **Next Meeting:** Monday, June 11, 2018 @ 7pm
1. **Adjourn:** *Fred motioned to adjourn at 7:35pm, Chris 2nd, unanimous favor.*