

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday, June 11, 2018**

Tom Devlin called the meeting to order at 7:21pm

#### **Attendance:**

**Committee:** Tom Devlin, Bob Werme, Fred Fontaine

**Un-Excused Absence:** Chris Menn

**Staff:** Pat Aldrich, Sarah Guimond

1. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
2. **Committee Reorganization FY19:** Bob nominated Tom Devlin as chair, no 2nd. Bob nominated Fred Fontaine as Chair, Tom 2nd, unanimous favor. Bob nominated Tom Devlin as Vice Chair, Fred 2nd, unanimous favor.
3. **Financials:** *Town Finance Director's report attached in "Meeting Packet".*
4. **Expenditures:** Vouchers signed by Tom Devlin - 5/21/18, 6/6/18.
5. **Meeting Minutes:** Fred motioned to accept the meeting minutes of 5/14/18 as presented, Bob 2nd, unanimous favor.
6. **Correspondence:** Board of Selectmen letter to Charter 5/15/18 detailing PEG Access Support request for FY20 at \$65,456.09. Tom noted that the license outlines our budget from this point forward as a 3% increase for the remainder of the license period unless specifically changed. Jeanne Lovett FY18 submitted the annual FY close-out protocols worksheet for dept heads.
7. **Coordinator Report:** *Pat's report attached in "Meeting Packet".*
8. **Equipment:** B&H Quote #744083210 Tote 19" LCD Program monitor for DHS recording rack \$358.68. Also quoted, (6) high speed 300mb/s SD cards for Sony PXW-X70 travel kit cameras @ \$115 each x 6 = \$690.00. Fred motioned to approve spending \$1,100.00 for the purchase of the program monitor and 6 high speed SD cards, Bob 2nd, unanimous favor.
9. **Other Business:** Fred mentioned that Pro Sound had been in to assess the Resource Room PA needs. He did say that it is a very complicated room to work with as far as audio setup. He will get back to us with a quote. Bob motioned to appoint Fred as designated voucher signee for FY19 as per the Municipal Modernization Act, Tom 2nd, unanimous favor.
10. **Next Meeting:** As needed basis for the summer.
1. **Adjourn:** *Bob motioned to adjourn at 7:42pm, Fred 2nd, unanimous favor.*