

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday July 18, 2016**

Mitch Cohen called the meeting to order at 7:14pm

**Attendance:**

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

**Staff:** Pat Aldrich, Kay Bowen

1. **Reorganization:** *Tom nominated Mitch Cohen as Chair, unanimous favor. Bob nominated Tom Devlin for Vice Chair, unanimous.*
2. **Vacancy:** There is an opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
3. **Financials:** *Report from Town Finance Director Attached.*
4. **Meeting Minutes:** *Tom motioned to accept the minutes of 5/16/16 as presented, Bob 2nd, unanimous favor.*
5. **Correspondence:** Charter annual billing statement. Charter check for annual cable revenue, \$59,901.55 which is FY17 operating budget. State mandated franchise fees check, \$1,186.00 which goes into the Town general fund. Douglas Memorial Day annual flyer. Charter financial report. Chris Menn re-appointment letter from the Board of Selectmen. Board of Selectmen letter to Charter confirming FY18 operating budget of \$61,699.00. Charter internet bill, Mitch explained about a confusion in the IT dept handling of the new internet connection to Town Hall, this bill will not be paid at this time, the Town needs to figure out the situation. New Charter channels listed.
6. **Cable Policy Review:** 3rd read of Open Meeting Recording policy. *Tom motioned to approve the "Open meeting recording and broadcast" policy as read by Mitch, Chris 2nd, unanimous favor.*
7. **Purchasing Authority:** Committee was supportive of allowing Pat to complete purchases previously authorized by the Committee, and upon approval by the Committee Chair via email.
8. **Coordinator's Report:** *Pat's Report Attached.* Some discussion about the \$10,000 public expansion for FY17.
9. **Equipment:** Resource Room monitor quote from Gary Pink discussed. Pat was asked to check on a larger TV for the 2nd monitor. *Bob motioned not to exceed \$10,000.00 for equipment for Resource Room monitor and installation, Tom 2nd, unanimous favor.* Waiting on one more quote for Broadcast servers.
10. **Next Meeting:** Monday, 8/8/16
11. **Adjourn:** *Bob motioned to adjourn at 8:08pm, Tom 2nd, unanimous favor.*