

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday September 19, 2016

Tom Devlin (Acting Chair) called the meeting to order at 7:25pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich, Sarah Guimond

1. **Reorganization:** Mitch Cohen has resigned as Cable Committee chair, effective 6:30pm 9/19/16. *Bob nominated Tom Devlin as Chair, unanimous favor. Chris nominated Bob Werme for Vice Chair, unanimous.*
2. **Vacancy:** There are two openings 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:** *Bob motioned to accept the minutes of 7/18/16 as presented, Chris 2nd, unanimous favor.*
5. **Correspondence:** Charter new channels announcement, Commonwealth of MA public hearing notice.
6. **Public Channel Expansion FY17:** Pat submitted a summary to date of the goals, duties, and initial thoughts on an experimental, temporary position called "Public Field Producer" (*attached*). Some discussion was had, duties and expectations added, building a framework for a specific program to be created, and some other details to be tightened up and another draft will be submitted next meeting.
7. **Coordinator's Report:** *Pat's Report Attached.*
8. **Equipment:** Resource Room monitor quote from Gary Pink was passed over until the Broadcast Equipment is finalized. Broadcast Server quotes were discussed, sheet attached. Pat recommended a Tightrope Cablecast. *Bob motioned to purchase a Tightrope Broadcast Server system for \$40,746.25 pending the approval of the superintendent of schools, Chris 2nd, unanimous favor. Bob motioned to approve \$2,000.00 for ancillary equipment and services to complete the install of Tightrope server, Chris 2nd, unanimous favor.*
9. **Next Meeting:** Monday, 10/17/16
10. **Adjourn:** *Bob motioned to adjourn at 8:15pm, Chris 2nd, unanimous favor.*