

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday November 21, 2016

Tom Devlin called the meeting to order at 7:15pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich, Sarah Guimond

1. **Vacancy:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached.*
3. **Meeting Minutes:** *Bob motioned to accept the minutes of 10/17/16 as presented, Chris 2nd, unanimous favor.*
4. **Correspondence:** Public records law update, Act to Modernize Municipal Finance and Government, Mass Dept. of Telecommunications effective competition update. *Bob motioned to designate the Chairman and an alternate the Vice Chairman to review and approve bills or payment warrants with a report provided at the next meeting, 2nd by Chris, unanimous favor.*
5. **Public Channel Expansion FY17:** Discussion held for next meeting.
6. **Coordinator's Report:** *Pat's Report Attached.* Bob asked Pat to double check on the Old Grammar School Dispensation Committee meetings to make sure it's not an automated posting, and is still an active group. *Bob made a motion to donate the video projector to the Town Library, Chris 2nd, unanimous favor.*
7. **Equipment:** Pat is researching recording units for all recording rack units. Pat gave a report of the completed Capital item "Resource Room AV Upgrade", a timeline update on the Tightrope Playback Server with an install date of 1/4/17. Pat submitted a proposal for an iPad for administrative purpose and possibly to replace the current meeting video cameras, to be considered for a future purchase.
8. **Next Meeting:** Monday, 12/12/16
9. **Adjourn:** *Bob motioned to adjourn at 7:53pm, Chris 2nd, unanimous favor.*