

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday December 5, 2016

Tom Devlin called the meeting to order at 7:05pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich

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. **Other Business:** Tom mentioned a discussion he's had with a resident with a long driveway, needing help from Charter to get cable service, Charter has been contacted, awaiting word from their Construction department.
4. **Meeting Minutes:** *Bob motioned to accept the minutes of 11/21/16 as written, Chris 2nd, unanimous favor.*
5. **Public Records Access Officer Assignment:** *Bob motioned to appoint Pat Aldrich as Public Records Access Officer for Cable, Chris 2nd, unanimous favor. Bob motioned to appoint the Chair (Tom Devlin) or as an alternate the Vice Chair (Bob Werme) to be able to sign the payroll vouchers as needed, Chris 2nd, unanimous favor.*
6. **Emergency Equipment Purchase:** *Bob motioned to allocate \$850.00 to purchase Resource Room monitor system, Chris 2nd, unanimous favor.*
7. **Coordinator Priority Re-Evaluation FY17-FY18:** Pat's Priorities: Removal of old Broadcast Rack, Playback Server Install, Playback Server Training, Playback Server Admin, Resource Room Recording Rack Upgrade, Community Room Recording Upgrade, DHS Rack Recording Upgrade, New Town Website Integration, New Town Website Training, Assistance to DHS Video TV Class Instructor, Possible Equipment for Video TV Class Instructor, Assist Tiger TV relaunch, Octoberfest Upgrades, Capital Planning for FY18, FY19, FY20, FY21, FY22. *Bob motioned to approve the list of Cable Coordinator priorities as presented by Patrick, Chris 2nd, unanimous favor.*
8. **Next Meeting:** Monday, 1/9/17
9. **Adjourn:** *Chris motioned to adjourn at 7:35pm, Bob 2nd, unanimous favor.*