

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday February 13, 2017

Tom Devlin called the meeting to order at 7:07pm

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.* A document was signed to properly allocate funds that had been recorded in the wrong category.
3. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 1/23/17 meeting as amended, Chris 2nd, unanimous favor.*
4. **Correspondence:** Charter Annual Form 500 for outages and complaints.
5. **FY18 Budget:** Discussion on possible Capital plans for FY18. \$50,000 placeholder for 2nd floor buildout, if that happens any time soon. Pat submitted a proposal with some ideas for spending in the coming year with a concentration on updating the various recording stations. Some new bills were submitted by the Town for the current website as well as Charter fiber internet usage between departments, with discussion. *Bob moved to budget and pay not more than \$200 per month to Charter Cable for the Cable Committee's portion of the town internet service at Town Hall, Chris 2nd, unanimous favor. Bob moved to budget not more than \$1,000 per year to Pair Networks for storage of video hosting, Chris 2nd, unanimous favor.*
6. **Coordinator Holiday PTO Review:** Upon becoming a full time position, Pat was eligible for holiday pay, and had negotiated only a handful of holidays in order to keep his schedule fluid. Upon review, the committee agreed that Pat should get the proper full holiday allotment for the position. *Bob motioned that Pat Aldrich as a Town Employee is authorized to receive Paid Holidays like other town employees, Chris 2nd, unanimous favor.*
7. **Coordinator's Report:** *Pat's report attached.* High School team has been trained on the new Tightrope software. Bulletin Board software is being updated soon. iPad Pro has been purchased, is working nicely. Public request for information was fulfilled. Vendor show 2/6/17 was informational. Priority timeline was discussed.
8. **Equipment:** Pat submitted breakdowns for recently completed capital purchases for review. Pat will be looking at various mounts for the iPad to use iPad for video.

9. **Other Business:**

10. **Next Meeting:** March 13, 2017

11. **Adjourn:** *Bob moved to adjourn, Chris seconded at 7:58pm. Unanimous favor.*