

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday January 11, 2016**

Mitch Cohen called the meeting to order at 7:04pm

**Attendance:**

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

**Staff:** Pat Aldrich

1. **Vacancy:** There is an opening on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached.*
3. **Meeting Minutes:** *Tom motioned to accept the minutes of 11/9/15 as presented, Bob 2nd, unanimous favor.*
4. **Web Hosting Software:** The Town website hosting software (Expression Engine version 2) was originally donated by Mitch Cohen, but the software will be upgrading to version 3, so the Town website will need to be updated. Mitch asked if Cable would pick up the expense of updating the software license to the newest version, as Cable uses the site for various reasons. *Tom motioned not to exceed \$450.00 for the upgrade of the Town Web Hosting Software License, Chris 2nd, unanimous favor.* Mitch will coordinate with Town Administrator.
5. **Correspondence:** Mike Guzinski “Capital Projects” request form memo, Mitch filled out Project request forms for “2nd Floor Studio Buildout” (priority 2) and “Playback Equipment” (priority 1). 2nd floor buildout depends on Mike Guzinski obtaining a fire suppression system waiver from the state. Charter “effective competition” filing with the state regarding rate regulation. Charter price increase of subscriber fees. TelVue’s official quote for new playback equipment, to be compared with other vendors as we go forward. Some discussion about broadcast servers and our needs.
6. **Cable Policy Review:** Discussion about Pat’s recommendations. Since there was a large time gap between readings, the Committee will take more time to review suggested changes and discuss next meeting.
7. **Coordinator’s Report:** *Pat’s Report Attached.*
8. **Next Meeting:** 2/8/16
9. **Adjourn:** *Bob motioned to adjourn at 8:32pm, Chris 2nd, unanimous favor.*