

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday February 29, 2016**

Mitch Cohen called the meeting to order at 7:09pm

#### **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 or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached.*
3. **Meeting Minutes:** Small change on Cable Policy Review, removed "Third Reading" as the timeline is somewhat vague. *Bob motioned to accept the minutes of 1/11/16 as amended, Tom 2nd, unanimous favor.* Mitch made a note on the Web Hosting Software that there was a sale on this item, so will be less than previously authorized.
4. **Correspondence:** Informational guideline release on the recent cable revenue bylaw, effects Cable budget protocol moving forward, some discussion. Charter Annual Form 500 discussing outages and complaints.
5. **School Committee Recording:** Mitch discussed details of a plan in which cable can take over the recording and payments for School Committee meetings, in an attempt to take it off the school budget. So far, it's not looking good, as this may present issues with Town Finance Director, in which case, we will not move forward. Mitch will discuss more with Finance and Town Administrator.
6. **Budget FY17:** Mitch explained the details of the proposed budget. There will be changes to the protocol when approving a budget, now that there are some new steps in accordance with the cable fund bylaw. A simple budget, consisting of "Salary & Expenses" will need to be approved at Town Meeting. Minimum wage will be increasing as well, which will affect our part time salary numbers. Committee was supportive of moving forward with the current draft budget and pending a meeting with the Town Finance Director, will be back in March to approve an official budget request.
7. **Cable Policy Review:** Pat went through the changes to date. Will read again next meeting.
8. **Coordinator's Report:** *Pat's Report Attached.* Pat will pursue a quote from Gary Pink at the Camera Company for Resource Room monitors project.
9. **Next Meeting:** 3/14/16
10. **Adjourn:** *Bob motioned to adjourn at 8:04pm, Tom 2nd, unanimous favor.*