

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday November 24, 2014**

Mitch Cohen called the meeting to order at 7:05pm

#### **Attendance:**

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

**Unexcused Absence:** Mike Belleville

**Staff:** Pat Aldrich, Sarah Guimond

1. **Membership:** Mike Belleville has (4) unexcused absences, which automatically removes a member from the Committee as per the new Town Bylaw. Mitch will report to the Clerk and seek a new member.
2. **Financials:** Thru 10/12: F/T Wages MTD: \$3,194.64, P/T Wages MTD: \$1,329.25, Repairs MTD: \$84.45, Training MTD: \$75.00, Other Supplies MTD: \$57.52, Education MTD: \$79.53, Dues MTD: \$250.00, Total MTD: \$5,071.39, Total YTD: \$13,658.14. Mitch mentioned that the Resource Room cameras have been replaced after a 10 year run, will be a capital expense.
3. **Correspondence:** Mitch emailed Mike Guzinski about the recent clearing of the Resource Room, which means the current production equipment is being stored on the 2nd floor of the Municipal Center in the room that will eventually become the new Cable Studio. This complicates production, as Pat will have to now bring the equipment down from the 2nd floor to set up and then break down and bring back up to storage every time there is a production. In the email to Mike, Mitch asked if we could begin to use the upstairs area for occasional studio use in order to avoid these complications. There are no additional expenses involved in this process. Charter sent their annual liability insurance information, as mandated by the license. Charter notice of price adjustment: "Broadcast TV" surcharge fees, will be going up 25 cents.
4. **Charter Encryption:** The school department has not been able to watch TV at all since the Charter Digital Encryption 10/07/14. The Town previously invested in an expensive Video Distribution System which serves all schools. The encryption by Charter rendered this equipment useless. Mitch, Donna Souza from the school dept, and Charter representatives had a conference call regarding how Charter can fix this. They will be meeting at the schools on 11/25/14 to review the situation in person. As part of the license, Charter is responsible for ensuring boxes at "All viewing locations" which are numbered at about 120 locations. Once the financial cost is established, Charter may decide to reimburse the Town for the cost of the equipment to upgrade. Mitch has told Charter that they should be covering all costs related to fixing this issue, as per the license agreement. Mitch also mentioned that this would be the appropriate time to tie the High School in so all the schools are connected on one video

distribution system.

5. **Meeting Minutes:** 10/27/14: Tom motioned to accept as presented, Bob 2nd, unanimous favor.
6. **Coordinator's Report:** October 2014 Meetings Report submitted. Late notification policy has been helpful with cancelled meetings. Pat has been trying to cover afternoon meetings and Mitch has had to cover one as well (unpaid). Pat will advertise to seek help covering mornings and afternoons. Public Channel Submissions include: "Worcester Lunch Cars" 2 Part series submitted by resident, Senior Center Halloween Party 2014 submitted, edited, online, broadcast, Veteran Monument Dedication 2014 recorded, edited, online, broadcast, and the Octoberfest 2014 edits have begun, online and broadcast. Issue with Sony HDR-SR11 #1, camcorder for travel and public production has been having strange audio issues. Pat will look at replacements for the SR-11's. Mitch mentioned that perhaps it has something to do with the power cable. Community Room DVDR Failure caused issues with PB 11/12 meeting recording. After testing, unit seems fine, but we should look into replacement recording media. Pat updated the Committee on Camera research. Some discussion on the possible upgrade to HD. Pat will put together a proposal for new equipment next meeting. No word from Charter on Hayward Landing issues as of 11/21/14. Every time a cable repairman shows, says he needs to call a lineman. No lineman has contacted them as of yet. Mitch will follow up with Charter about this situation.
7. **Other Business:** Tom asked about the audio equipment for the School Committee, Mitch will issue a PO for that purchase.
8. **Next Meeting:** Monday, January 12, 2014
9. **Adjourn:** Tom motioned to adjourn at 7:42pm, Bob 2nd, unanimous favor.