

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday January 12, 2015

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

Attendance:

Committee: Mitch Cohen, Tom Devlin, Bob Werme

Excused Absence: Chris Menn

Unexcused Absence: Mike Belleville has been removed from the DCAC.

Staff: Pat Aldrich

1. **Financials:** *Report from Town Finance Director Attached.*
2. **Correspondence:** Douglas Highway Dept. was invoiced for new digital set-top box, but as per the new license, Charter has said to ignore that bill. Capital Expenditure Project Form for 2016 was submitted for the cable “studio” buildout as planned, in the case that the issues are cleared up for 2nd floor Municipal Center buildout. If approved, it would require no new funds, as the Town already has the money set aside in savings. Mitch explained the Capital Improvement process as it relates to Cable.
3. **BVT School Committee Meetings:** Blackstone Valley Tech school committee meetings are open meetings that are currently not recorded. There has been many requests for Douglas Cable to start taping meetings for broadcast to start the ball rolling. Mitch has made initial contact with BVT officials. Tom suggested a site survey be done by Pat previous to the 1/22 meeting in order to evaluate the room and potential equipment. *Tom motioned to authorize the Douglas Cable Coordinator to make arrangements for the recording of the Blackstone Valley Tech school committee meetings for January 22 and March 5, 2015 and to take any other action needed to coordinate this effort, Bob 2nd, unanimous favor.* Mitch will notify BVT of our intentions. Some discussion about protocol in distribution of the video to other towns.
4. **Charter Encryption Update:** No word back from Charter over holiday period.
5. **Meeting Minutes:** *11/24/14: Bob motioned to accept as presented, Tom 2nd, unanimous favor.* Tom asked if we could just attach the financial report to the Minutes, instead of typing them into a paragraph, as we have been doing.
6. **Coordinator's Report:** November & December 2014 meeting reports submitted, as well as the final 2014 yearly report. Newly categorized Cable Inventory 2015 submitted, broken out into rooms and uses. Mitch asked Pat to forward to Suzanne Kane for insurance purposes. Ad for Recording Assistant with morning/afternoon availability has been posted to Craigslist and Facebook, to be posted at Library, Sr. Center, and Municipal Center. Fiber jumper has been installed 1/9/15. Resource Room cameras have been adjusted and the switcher has been corrected. Sony HDR-SR11 traveling kit camera #1 has been taken

out of service for audio issues due to faulty wiring in the power supply input. Hayward Landing issue has been fixed, the main office has our contact info for any future problems. Octoberfest 2014 videos are all up on YouTube and broadcast, total of 19 videos. Stage B videos have phase cancellations issues on mobile device viewers. KidMissing episode 9 was completed and uploaded. Douglas High School chorus holiday concert at the Senior Center is up on YouTube and broadcast.

7. **Equipment:** Community Room DVD-R needs replacement, Pat submitted a couple of options for consideration. *Tom motioned to spend not more than \$1,500.00 for a video recorder, monitor, and associated equipment for the Community Room, Bob 2nd, unanimous favor.* Pat submitted a replacement for the Sony HDR-SR11 previously discussed. *Tom motioned to authorize the expenditure of \$2,600 for the purchase of (2) cameras and associated accessories, Bob 2nd, unanimous.* Pat submitted options for the field studio production kit for consideration. Some discussion about the items involved. Pat will re-evaluate and re-submit.
8. **Other Business:** Tom mentioned we should review our policies again, printouts for next meeting to consider. Annual review should be done before the end of the fiscal year, for March meeting.
9. **Next Meeting:** Monday, February 9, 2015
10. **Adjourn:** *Bob motioned to adjourn at 8:07pm, Tom 2nd, unanimous favor.*