

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday June 22, 2015

Mitch Cohen called the meeting to order at 7:03pm

Attendance:

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

Staff: Pat Aldrich, Tess Werme

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. **Correspondence:** Comcast notification TWC merger has been terminated. Charter Annual Reports. Mitch Cohen email about DHS Auditorium audio needs as it relates to Town Meeting recordings. Charter internet bill to sewer, Mitch will follow up. Mike Guzinski recycling reminder for all departments.
4. **Meeting Minutes:** *4/13/15: Bob motioned to accept, Chris 2nd, Bob rescinded motion due to 2nd page missing in packet. Held for next meeting.*
5. **Coordinator Review:** Average of 4.6 out of 5.0 among committee members. Some discussion about setting goals for the coming year.
6. **Budget:** Discussion about FY16 budget proposal, as presented by Mitch. *Tom motioned to accept the proposed FY16 budget of \$48,448.11 as presented, Bob 2nd, unanimous favor.* Discussion about how to expand public access by recommending the Selectmen ask Charter for \$10,000.00 increase in the FY17 budget above the usual 3% increase to be used for additional staff to this purpose. *Tom motioned to request from the Selectmen for our FY17 budget, the sum of \$59,901.63 with the intention of the additional funds to be used for additional public access programming, Bob 2nd, unanimous favor.* Mitch will memo the Selectmen to officially make the request.
7. **Cable Policy Review:** Discussion held until next meeting.
8. **Coordinator's Report:** Monthly Meeting Reports April/May 2015, Cable Newsletter June 2015, Memorial Day Protocol sheet attached, Open Mic Night @ Jenckes Store online and being broadcast, Memorial Day Parade & Ceremonies online and being broadcast, KidMissing 12 online and being broadcast, DHS Feedback Destroyer has been installed and is working to help keep the audio sounding good in the room, DHS Shure mixer warranty trade-in has been set for the slow period in July, Page "Subscriber Information" has been added to the cable section of the town website, Pre-ATM Meetings are difficult on the auditorium floor - some discussion on how to go about making those easier to record. Mitch asked Pat to reach out to Mike Guzinski about starting a discussion. **BVT SC Meeting Update:** Upton recorded 4/16, Hopedale recorded 5/21, Sutton will record 10/15. I will do 8/20. Hopedale will record 11/19. Open meetings: 9/17, and 12/17. Pat was

asked to check in with the district towns to audit who is using the recordings and who is interested in participating. *Tom motioned to spend not more than \$60.00 for Evernote Premium, Bob 2nd, unanimous favor.*

9. **Equipment:** Some discussion about the Nexus broadcasting unit which is 10 years old and should be replaced soon. Committee will look at possible replacements at a future meeting when more info is compiled. Discussion about the monitor for broadcast rack, as Pat found a rack mounted unit. *Tom motioned to amend the previous motion for the purchase of a monitor for the control system increased to \$425.00 for the purpose of buying a rack mounted monitor, Chris 2nd, unanimous favor.* Some discussion about a PA system for various events, to be taken up at a future meeting. Discussion about computer situation in Cable Office. *Bob motioned to approve up to \$3,750.00 for purchase of iMac desktop computer and related software, Chris 2nd, unanimous favor.*
10. **Other Business:** Pat started a “discard” list, some discussion on protocol.
11. **Next Meeting:** July 13, 2015 is tentative.
12. **Adjourn:** *Chris motioned to adjourn at 8:36pm, Bob 2nd, unanimous favor.*