

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday March 10, 2014

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

Attendance:

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

Staff: Pat Aldrich, Sarah Guimond

1. **Financials:** Thru 2/14: Wages: MTD: \$1,786.95 YTD: \$15,942.56, Repairs and Maintenance: YTD: \$355.68, Advertising: YTD: \$117.90, Legal: YTD: \$7,745.00, Office Supplies: MTD: \$87.33, YTD: \$630.77, Other Supplies: \$49.98, Dues and Membership: YTD: \$600.00, Equipment: \$1,899.00. Total MTD: \$9,619.28, YTD: \$27,340.89.
2. **Correspondence:** Commonwealth of MA: Charter petition for effective competition notice. Charter: New programming. Charter: Form 500 Annual filing.
3. **Meeting Minutes:** January 13, 2014: Tom motioned to accept, Bob 2nd, unanimous favor.
4. **Municipal 2nd Floor Buildout:** Board of Selectmen were presented with a current revision by Mike Gusinski, Including the total cost. For code reasons may need fire suppression system before anyone can start to use the space. Selectmen were concerned about total cost of the project, Mike said he would work on a plan to start with fire suppression system in place. Needs an architect to do an in depth study of what needs to be done in total. As soon as school has moved out, we can start storing up there. As one of four departments looking to move to the 2nd floor, Cable agreed to pay 25% of the shared construction cost of the renovation project. Immediate proposed work will include an architect, fire suppression system, and oversight of the install. Tom motioned to authorize the proposed Municipal Center renovation, including a cable office, covering 25% not to exceed \$25,000 of up to a \$100,000 total cost, 2nd by Bob, unanimous favor.
5. **Staff Hours:** Board of Selectmen approved the request to change the Cable Coordinator position from part time to full time. Change will be simultaneous with the next payroll on March 20. Pat will be invited to attend the occasional department head meetings chaired by Mike Guzinski. Pat will establish some regular hours to be proposed at the next meeting. Hours will be evaluated at the end of the fiscal year. FY14 budget has been updated to include new hours, shows sufficient funds to cover the change. Bob motioned to authorize the Cable Coordinator position to change to 29 hours per week effective March 20, Chris 2nd, unanimous favor.
6. **Recording Assistant Policy Review:** First draft submitted of both policies. Some discussion on wording, will submit another draft for next meeting.

7. **Coordinator's Report:** Monthly Government spreadsheet submitted by Pat showing the meeting coverage details. Video class has gone into production phase. The River Church has submitted their first trial show.
8. **Equipment:** Tom motioned to allocate \$400.00 for (3) vinyl banners and (2) rain capes with adapter rings, Bob 2nd, unanimous favor.
9. **Other Business:** A Charter Engineer has contacted Mitch to set up a survey for the fiber installation to replace coaxial lines at the Municipal Center and the Library. Mitch and Pat will meet with them to go over the setup at both locations. The survey and install is covered by Charter under the terms of the new license. Next agenda Pat will present an Employee Review Form of Cable Coordinator position to be done by the Committee, Pat will do the Review of the Recording Assistants.
10. **Adjourn:** Chris motioned to adjourn at 7:55pm, Bob 2nd, unanimous favor.