

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday May 12, 2014**

Mitch Cohen called the meeting to order at 8:07pm

**Attendance:**

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

**Staff:** Pat Aldrich

1. **Financials:** Thru 4/14: F/T Wages: MTD: \$3,093.72 P/T Wages: MTD: \$1,227.70 YTD: \$22,602.77, Repairs and Maintenance: YTD: \$434.44, Advertising: YTD: \$117.90, Legal: YTD: \$7,745.00, Engineering/Architecture: YTD: \$337.50, Office Supplies: YTD: \$862.27, Other Supplies: YTD: \$49.98, Dues and Membership: YTD: \$600.00, Equipment: MTD: \$319.21 YTD: \$2,395.70. Total MTD: \$4,640.63, YTD: \$35,145.56.
2. **Correspondence:** Mitch spoke with Tom Cohan of Charter, Tom said our area will become “Comcast” when the merger goes through, but our license will be upheld as written.
3. **Meeting Minutes:** April 28, 2014: Bob motioned to accept, Chris 2nd, unanimous favor.
4. **Municipal 2nd Floor Buildout:** Town Meeting approved some general upgrades to the first floor, may lead to some support for 2nd floor upgrades. Once the school department moves out of the 2nd floor space, we may be able to use the area for storage in August, but not personnel.
5. **Budget:** Mitch distributed a spreadsheet detailing FY14 approved budget with revisions including Pat's new hours and benefits along with legal bills sustained in the licensing process in a “proposed revision budget FY14”. **Tom motioned to accept the Proposed Revision FY14 Budget and Expenditures totaling \$45,667.06, 2nd by Bob, unanimous favor.** FY15 proposed budget discussion on using the operating budget for operations, and using the previously saved capital fund for non-maintenance capital expenditures. Currently there is \$317,987.81 in the revolving account, including the operating budget for FY14 & FY15. Some discussion on small changes in the budgeting line items. **Tom motioned to accept the proposed FY15 budget of \$47,037.07 as presented, Bob 2nd, unanimous favor.** FY16 budget discussion, including how the license language was crafted and the timeline for the Board of Selectmen to make a decision on the Cable budget. Mitch suggested seeking a 3% increase, which would be \$48,488 - which is far less than the possible \$100,630 available as written in the current license. **Bob motioned to recommend that the Board of Selectmen authorize the March 2015 Charter grant for the operating budget**

of \$48,488.00, Chris 2nd, unanimous favor.

6. **Recording Assistant Policy Review:** 3rd reading. Tom motioned to accept the DCAC Policy on Recording Assistants' Participation in Meetings as presented in the Draft 2 policy, Chris 2nd, unanimous favor. Bob motioned to accept the DCAC Policy on Recording Assistants' Late Notification Alerts as presented in the Draft 2 policy, Chris 2nd, unanimous favor. Pat was asked to add the new policies to the Cable policy page on the Town Website.
7. **Coordinator's Report:** Monthly report for April government meeting coverage. At the end of the year, Pat will provide a full report in order to identify problem areas. Memorial Day is approaching, starting plans for recording the parade and ceremonies, including a possible "parade view" with a stickypod mounted camera on one of the parade vehicles. Integrated Solutions Free Broadcast & Camera show May 21 in Dedham, DCAC was supportive of Pat attending. Pat took a tour of Hopkinton Access HCAM, spoke to the station manager about Cable Access.
8. **Other Business:**
9. **Adjourn:** Bob motioned to adjourn at 8:45pm, Chris 2nd, unanimous favor.