

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday June 24, 2013**

Mitch Cohen called the meeting to order at 7:06pm

#### **Attendance:**

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

**Staff:** Pat Aldrich, Jeff Ellis

1. **Charter License Negotiation:** In April, the DCAC and Tom Cohan came to a general agreement about how to handle the “density requirements” portion of the license. After the meeting, Charter changed their mind and drafted a letter to the Board of Selectmen and Town Administrator asking for a meeting directly with them on this matter. A few meetings were set up, but all were cancelled. A possible meeting is set up for 7/9/13. End of June marks a deadline for the RFP process, which has been extended until the end of August through Selectmen approval and Tom Cohan has agreed. Mitch will update the State on our progress with the renewal.
2. **Membership:** Chris Menn was reappointed for another 3 years.
3. **Correspondence:** License expiration notice from MA Commonwealth Dept. of Telecommunications and Cable. Previously mentioned Charter letter from Tom Cohan to Douglas Board of Selectmen and Administrator. A complaint was logged from Vine Street, in which the customer has had repeated signal issues over 13 years of service. Charter has tried to fix the problems over the years, but the last rep she spoke to said it was “time to call the Town, we’ve (Charter) done everything we can do.” Info has been passed along to Charter. Bob received a complaint about the audio quality of Community Room meeting videos. Mitch mentioned a few details that are helpful in researching issues with video quality, Pat mentioned that perhaps we can add a form to the Cable Page of the Town web site that will have all of the questions listed out to make this process easier.
4. **Meeting Minutes:** Some issues on Meeting Minutes for 4/8/13 and 4/16/13 need to be fixed and resubmitted for approval at the next meeting.
5. **Financials:** Thru 5/31/13: MTD: Wages: \$2,815.79, Legal: \$6,368.00, Total MTD: \$9,183.79, YTD: \$43,631.67.
6. **Coordinator’s Report:** Social Media press release draft, could be broken up into small press releases and submitted monthly. Use douglasma.org/cable as the main website contact. A successful sign-up for single person video class is almost finished, providing a possible repeat producer for Douglas Access. The laptop battery is completely dead and machine itself is very slow and out of date. Probably wait until the next fiscal year to start thinking about new equipment. Another sign-up has been submitted, just waiting to schedule classes. Tom mentioned that we should go through the equipment that we no longer use and

put together a list. Pat is to inventory these items and start looking at possible value of outdated equipment.

7. **Other Business:**
8. **Program Request:** A resident has requested that we start showing Democracy Now! independent news production. It is political, so ideally a resident would formally "sponsor" the program to keep Pat out of blurry political problems. An email from the resident to Pat formally asking for the programming would be enough. Copyright of program should be checked to be sure it is intended for PEG broadcast.
9. **Next Meeting:** 7/8/13 or 7/22/13
10. **Adjourn:** Tom moved to adjourn at 7:39pm, Bob 2nd, unanimous favor.