

**CABLE ADVISORY COMMITTEE
MINUTES OF MEETING
DECEMBER 11, 2008**

The meeting was held at the PAC-TV studio and began at 6pm.

In Attendance: Madeline Marcotte, Bob Carolan, Norm Bouchard, Mickie Conte, Dan Bush, Dan Hooper, Buzzy Blinn

Absent: Dave Cantone

This regular scheduled Cable Advisory Committee meeting was held in memory of Lori Schactman, who passed on December 7, 2008.

Old Business was reviewed:

- 1. Status of new equipment**
On order; unsure whether or not an actual purchase order was issued. Bob will get status from Lori Sadewicz, Finance Director, and report back. No commitment on when equipment will be delivered.
- 2. Heating Issues**
Resolved; everything seems to be in working order
- 3. Old Equipment stored in empty office**
Equipment still remains and needs to be removed. The landlord requested at the end of October 2008 to have equipment removed so that he can show the property. Norm will send Bob information on what equipment can be recycled. Non-value items will be identified and submitted to Sean Fitzgerald, Town Manager, for approval to discard.
- 4. Jessica – High School Volunteer – is schedule in place?**
Mickie has tried to get in touch with Jessica to find out if a schedule can be implemented for her assistance in editing programming. Due to Jessica's work schedule, it is difficult to have a firm schedule; it will be a week-to-week inquiry.
- 5. Update of Studio Policy and Procedures**
The Committee will review the current policies and procedures in January 2009 and recommend modifications if necessary.
- 6. Logistics Layout of Studio**
Analysis/Documentation of the physical layout of the equipment and how it inter-relates will be requested as part of the training program that will be provided by Kevin Long, Access A/V, when new equipment arrives.

- 7. Studio furnishings and clean-up (maintenance man) from Town Hall**
Due to budget constraints, new studio furnishings will be addressed at a later date. The Town Manager has indicated that employees hired for maintenance is for government buildings only. Since the studio is in a leased building, Bob will have to hire an outside person for clean-up. There is a \$50.00/month expenditure approved for this purpose in the 2009 Budget.
- 8. Programming Schedule**
Dan Bush will develop a programming guide that will be acceptable for publication in the Carriage Towne News. The Committee will begin a layout of the weekly schedule at the next meeting schedule for January 8th, 2009.

New Business:

- 1. Term Limits for Cable Advisory Committee Members**
There are currently no term limits recorded for Committee Members, with the exception of Madeline Marcotte, whose terms ends on March 31, 2011. Norm Bouchard has taken this as an action item and will report back at the next meeting. Maddie will contact Dave Cantone and inquire if he is still interested in remaining as a Committee Member.
- 2. Town Hall Renovations (Budget remaining)**
Norm and Dan Bush will identify what equipment is still needed for the Town Hall to produce better quality for live broadcasts. At this time, it is often difficult to hear what is being said. There is \$17,000 left in the Town Hall Renovation Budget and the Committee will inquire whether or not these funds can be used for any new equipment that needs to be purchased/repaired or re-vamped.
- 3. Trust Fund Balance**
Maddie will inquire what the balance of the Trust Fund is and what/where monies have been expended.
- 4. "Speaking Freely" DVD**
This DVD has been made available to all members of the NHCCM and explains the purpose of local access. Bob Carolan will request a copy and it will be scheduled to air regularly.
- 5. Town Hall Camera Operators – request for salary raise**
Due to budget constraints, it was decided by the Committee to table this request until next year.
- 6. Status of Comcast Contract**
An Ascertainment Hearing was held on May 28, 2008. (Cable Advisory Committee Members, Legal, Comcast and Board of Selectman)
"Plastow/Comcast Draft Franchise Renewal Proposal" was submitted to the Board of Selectmen from Legal on August 22, 2008.

We have not heard anything further. There was a \$7,000 approval for legal representation in 2008; and another \$7,000 up for approval in 2009. The Committee has heard nothing since the draft was issued on August 22, 2008 and is inquiring what the hold up is. Buzzy Blinn will inquire and report back at the next meeting.

- 7. A draft of the “Report of the Cable Committee” is due to Niki Carr on 12-22-08. This report will be published in the 2008 Town Report and the final report is due by January 16th, 2009. Bob will present a copy at the next CAC meeting.**

Meeting Adjourned at 7:25 pm.

All meetings are scheduled for the 2nd Thursday of each month. The next meeting will be held at the PAC-TV studio on January 8th, 2009; 6pm.

**Respectfully submitted,
Cable Advisory Committee**