

DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

Meeting Date: February 23, 2021
Type of Meeting: Regular Public Meeting
Method of Notification: Public Posting – Two locations at Town Hall
Meeting Location: Sandown Town Hall, Upper Hall and Video Conference
Present: Richard Lewis, Chairman, Chris Donnellan, Vice-Chair, Al Correia
and Eric Olsen (Selectman Ex-Officio)

Recording Secretary: Erica Olsen

Richard Lewis called the meeting to order at 7 p.m.
The Pledge of Allegiance was said.

The minutes of January 26, 2021 were reviewed.

Richard Lewis **made a motion** to accept the minutes of January 26, 2021 as written. **Motion seconded** by Chris Donnellan. All voted in favor. Roll call, Richard ~ yes, Chris ~ yes, Al ~ yes Eric ~ yes. **Motion carried.**

Station Manager Report

Mr. Donnellan informed the board that this meeting will not be live on Channel 17 there is an audio problem. Audio is fine through the system; it is in issue with Comcast. Mr. Donnellan has a call out to Comcast, and is hoping that it will be fixed soon.

Mr. Donnellan purchased the USB audio interface to use at meetings along with the. UberConference Mr. Donnellan said it works great, it figures out what the correct audio needs to go. It allows us to take the audio from the UberConference and put it into our system. It must be clean from audio, no feedback. Takes the output of the audio mixers and it treats that as the microphone. People in the room can talk in their microphone and listen to the people over the speakers. It has real possibilities for this in future meeting, with in person and UberConference Mr. Donnellan said that the USB audio interface only cost \$49.00 and it was well worth it. Selectman Olsen thought it worked well and understood that you could not have the speakers to high due to feed back. Selectman Olsen also, said it was nice to see the people up on the screen, but stated that you just must remember to speak into your own microphones.

Mr. Donnellan stated that there is too much control over the audio. 4 different places to control the audio, it is a balancing act to make sure that you have all set at about the same level. Will take some time to get used to. Mr. Lewis asked if anyone could get into the meeting. Mr. Donnellan stated that whoever is on the UberConference can hear the meeting and vice a verse but could not see the room only the Town logo. Mr. Lewis, thought it wasn't to long ago that we

couldn't support that. Mr. Donnellan said that there is a piece of equipment that will allow us to do that. It takes an SDI video single and converts to USB, plugging into the laptop to have that choice for a camera on UberConference. This is called Magewell USB capture device \$299.00. It will work great even after the Covid-19 is over, and someone can not make a meeting they can still remote in.

Selectman Olsen made a motion to purchase Magewell USB capture device for \$299.00. Motion seconded by Mr. Corrie. All voted in favor. Roll call, Richard ~ yes, Chris ~yes, Al ~ yes Eric~ yes. **Motion carried.**

Tri-Caster switcher that shows the video it stopped showing video. Brought it to Access AB to have them look at it and fix, did not seem to have a problem. Mr. Donnellan installed everything back together to find out it did not work at the station. Went back to Access AB and they to was having the same issue. The issue was a display board. It is a Newteck, which is the only company that makes the display board. It cost \$1,100.00 to replace the display board. The display board is no longer under warranty.

Selectman Olsen made a motion to have the Tri-Caster switcher display board fixed, up to \$1,200.00 for repair. Motion seconded by Mr. Lewis. All voted in favor. Roll call, Richard ~ yes, Chris ~ yes, Al~ yes and Eric ~yes. **Motion carried.**

Deliberative session worked well; the only thing couldn't get a separate microphone for the non-wearing mask room. Was unable to get the microphone, due to the way the school was set up. Mr. Lewis, thanked Mr. Donnellan and his crew for all the hard work that they put into the deliberative session. Mr. Lewis was very impressed on how professional the quality of the video was and how the audio sounded.

Mr. Donnellan would like to have Drake Thompson go from a Level 1 to a Level 2. Drake has shown a lot of growth in the position and works well under pressure. Mr. Donnellan is recommending that Drake be moved to a Level 2. Rachell is still learning and is doing well. It seems that a lot of the meeting that she is scheduled for are being cancelled.

Mr. Donnellan made a motion to promote Drake Thompson to Level 2 as a Broadcast operator. Motion seconded by Selectmen Olsen. All voted in favor. Roll call, Richard ~ yes, Chris ~ yes, Al~ yes and Eric ~yes. **Motion carried.**

Mr. Correia would like to do what he started doing last year before Covid-19 . Would like to make everyone feel safe. Mr. Lewis suggested doing interviews out side.

Mr. Donnellan would like to let the board now that the A/C unit will be installed tomorrow February 24th.

The next cable meeting will be **March 23rd 2021.**

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The Board is always looking for new members and program ideas.

At 7:43 p.m., Mr. Lewis **made a motion** to adjourn. **Motion seconded** by Mr.Donnellan. All voted in favor. Roll call, Richard ~ yes, Chris ~yes, Al ~ yes Eric~ yes. **Motion carried.**

Respectfully Submitted,

Erica Olsen