

**Minutes
Sandown Cable Access Board
Town of Sandown, NH**

Meeting Date: June 2, 2020
Type of Meeting: Regular Public Meeting
Method of Notification: Public Posting – Two locations at Town Hall
Meeting Location: Sandown Town Hall, Upper Hall
Present: Richard Lewis, Chairman, Chris Donnellan, Vice-Chair, Al Correia
Eric Olsen (Selectman Ex-Officio)
Recording Secretary: Erica Olsen

Richard Lewis called the meeting to order at 7:04 p.m.

The Pledge of Allegiance was not said, due to not having the American Flag present.

Richard read the Right to Know Meeting Checklist which states in part the town provides public access to the meeting via telephone with additional access possibilities by video or other electronic means. They need to provide public notice of the necessary information for accessing the meeting. They need to provide a mechanism for the public to alert the public body during the meeting if there are problems with access and adjourning the meeting if the public is unable to access the meeting. All votes that are taken during this meeting will be done roll call vote.

The minutes of April were reviewed.

Richard made a motion to accept the minutes of April as written. **Motion seconded** by Chris. **Roll Call**, Richard ~yes, Chris ~yes, Al ~yes and Selectman Olsen ~yes. All voted in favor. **Motion carried.**

Station Manager Report

Chris received 2 separate quotes to allow us to do the live streaming. Ocker Company (Intergraded Solution Group) was \$3,170.00. The gentlemen that installed our cablecast is now an authorized seller for their equipment Unique Media System \$2,650.00 includes 3 year hardware insurance, not sure if it included installation. Chris will get clarifications from the quotes. Both are authorized cablecast distributors.

Unique Media System remote meeting set up 2550 for remote meeting system. Chris has not seen the setup. Not many Town Halls are open yet. Most of the meetings are starting to go live.

Chris would like to have Jarrett and Drake start doing meetings. Chris recommends if we were still going to go remotely that they would need to have training. It takes your conference from your computer and puts it right into tri cast, now one would need to be there.

43 Protocols will be taken to ensure everyone's safety. Chris has been doing the meetings via
44 telephone, not knowing how long the virus was going to be it was just a little easier then to train
45 Jarrett and Drake.

46
47 Richard asked how the other boards are doing there meeting, Selectman Olsen explained that at
48 their last meeting it was a public hearing and the people that showed up were far apart and wore
49 masks. The Selectmen sit away from one another with added tables at each end.

50
51 Chris talked about adding a T.V down in the lower part of the Town Hall for overflow. Would like
52 to have this done but done right the first time. Chris would also, like to add a monitor in the
53 hallway where the town clerk's office at the same time. All cables should be there seeing that
54 years ago the Selectmen's meeting where done in the office.

55
56 Richard asked would it be feasible to stream through live and in person like an uber conference,
57 not sure other hardware what we need. Video from the meeting to the conference. Chris said it
58 is difficult to hear when everyone is talking, and there is feed back from the laptop.

59
60 Jarrett and his wife are expecting a baby in January, Jarrett will be stepping down. Selectman
61 Olsen suggested to post the job now, that way interviews can be done over the telephone
62 conference.

63
64 Richard talked about the cleaning of the Cable room, what it would entail. Having hand sanitizer
65 in the room, wiping everything down before and after shifts.

66
67 Richard **made a motion.** For Chris to develop a document of cleaning processors for the control
68 room. **Motion seconded** by Selectman Olsen. **Roll Call**, Richard ~yes, Chris ~ yes, Al ~ yes and
69 Selectman Olsen ~ yes . All voted in favor. **Motion carried.**

70
71 2 levels of broad cast operators, there is an organization chart that was done on 2011. This
72 information is on the Cable page. Richard would like to clarify the levels of the 2-tier structure.
73 Lower level should be at a lower rate of pay. Decide on the pay rate at the next meeting.

74
75 **Other Business**

76
77 Al would like to know if we were going to stay doing remote meetings. He would go with what
78 all members of the board decided, Eric would like to go back in person. Chris would like to do
79 one or the other not both. Richard would prefer doing the meeting remotely. At this time our
80 next meeting will be held remotely.

81
82 Chris asked about his pay raise, Richard needs to send an email to Gayle the Finance director with
83 the rate increase.

84
85 The next cable meeting will be **June 30th**, 2020.

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

88

89 At 8:00 p.m. Selectman Olsen **made a motion** to adjourn. **Motion seconded** by Chris. All voted
90 in favor. **Roll Call**, Richard ~yes, Chris ~ yes, Al ~ yes and Selectman Olsen ~ yes . All voted in
91 favor. **Motion carried.**

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Respectfully Submitted,

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Erica Olsen