

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

Meeting Date: July 28<sup>th</sup>, 2020  
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 not said, due to not having the American Flag present on video Conference.

The minutes of June 23<sup>rd</sup>, 2020 were reviewed.

Richard Lewis **made a motion** to accept the minutes of June 23<sup>rd</sup>, 2020 as written. **Motion seconded** by Chris Donnellan. All voted in favor. **Roll Call**, Richard ~ yes, Chris ~yes, Al ~yes, and Selectman Olsen ~ yes. All voted in favor. **Motion carried.**

**Station Manager Report**

Mr.Donnellan had sent out an email to the board with the expenses has not received all the board approval for the expenses. Mr.Donnellan also received the new expenses for this month from the finance director has not received electronic email from Gayle. Will send out an email to the board once received.

The station has been having issues with audio problems. Comcast came and put in a radiant transmitter that was faulty. Seems to have fixed the issue. Mr.Donnellan had said that the T.V in the room is hard to hear, with the noise in the office and that you cannot amply the T.V. from what is coming in and going out. Mr. Lewis suggested maybe wearing a headset, that may help with the sound.

Mr.Lewis asked about the AC's in the room with all this heat that we have been having. Mr.Donnellan had talked to Lynne about this issues, seeing if some how could make the hallway go into the cable room. Mr. Donnellan is looking in getting estimates for a new AC for the TV control room.

Mr.Donnellan posted the job position on the web site along with it being posted on Craigs list. Mr.Donnellan will be updating the job description and will have that at the next meeting. Selectman Olsen asked about the numbers for the live streaming. Would like to present that to the BOS. Mr.Donnellan, could be zero if he could get the Tri -caster to work as a streaming

device. The company that takes care of the Town website they are doing the streaming. He does not know the price for the streaming, and this is the best place that the video should be. The streaming must be fool proof, seeing that they would not have people in the room that are high tech savvy. Mr.Lewis suggested at looking what it is going to cost if it could work. Would like to push a button and go. Any trouble will not be streaming. Mr.Donnellan said once the board decides they will be making a recommendation to the BOS. This would be a fundamental change to Channel 17 on how it runs.

#### **Other Business**

Al Correia asked about doing an introduction of the new library director and taping some upcoming programs at the library.

Mr. Donnellan made **a motion**. To have Al video tape some of the upcoming programs at the library pending the safety of all involved and will follow all the guidelines of the CDC. **Motion seconded** by Selectman Olsen. **Roll Call**, Richard ~ yes, Chris ~yes, Al ~yes, and Selectman Olsen ~ yes. All voted in favor. **Motion carried**.

#### **TOPIC**

Mr.Donnellan's annual review is coming up. Mr. Lewis would like to have the board think of goals for Mr.Donnellan.

Mr. Lewis would like to have a description of all the camera operators and their levels, along with the pay rate. Selectman Olsen **made a motion** to have each level of pay rate be raised. As follow, level 1 from \$50.00 to \$60.00 and level 2 from \$60.00 to \$70.00 with a max of 3 hours. Each camera operator will need to fill out a timecard. **Motion was seconded** by Mr.Donnellan with discussion. Rates will be pro-rated in increments of 15 minutes.

Goals for next year 2021. Mr.Lewis to expand content. Think about what you would like to see the station at. Selectman Olsen would like to see additional training for the camera operators, Mr.Donnellan has been in some of the meeting with Drake.

The next cable meeting will be **August 25<sup>th</sup>, 2020**. On uberconfernce.com/townofsandown or by calling 978-234-4771

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

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

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Respectfully Submitted,

Erica Olsen