

DRAFT
Minutes
Sandown Cable Access Board
Town of Sandown, NH

Meeting Date: **July 23**
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, Member
Recording Secretary: **OPEN**
Absent: Eric Olsen (Selectman Ex-Officio)

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

The minutes of April 28 were reviewed.

Eric **made a motion** to accept the minutes of 4/28 as written. **Motion seconded** by Richard. All voted in favor. **Motion carried.**

Station Manager Report

Switcher replacement in control room. Chris has gotten quotes from ISG and Access AV. The quote from ISG was not complete as it did not include installation and training costs. Eric recommended we table the bid review until they are both complete.

Reviewed the recording secretary position salary. The posted rate of pay is \$20 per hour, for a minimum of 2 hours so typically a meeting would cost \$40. If for reasons it takes longer then 2 hours, the hourly rate is \$20 per hour.

Video transfer has begun, 2 tapes have been transferred. Chris showed the result, the video was very good.

Topic of live streaming town meetings to a website was discussed.

The issue if this should be done should be decided after a survey is done to see if this capability is warranted as there will be costs associated with this.

The question can be a simple yes or no but there was agreement that an explanation of what is being proposed should be included to help survey takers understand what is being proposed.

There was also a question about how many views the meetings currently are getting on the Video On Demand (VOD) server. Chris will provide information on the usage of the VOD for viewing meetings. Chris will also do the initial wording of the explanation, with all board members reviewing the wording and providing any changes or editing. Survey would be posted on the town web site once everything is complete.

Chris stated we have become members of the NH Coalition for Community Media. Chris has been trying to contact the President unsuccessfully so far.

Chris said that Goodheart Media had done the VHS tape transfer. The tapes are from around 1991. Chris will have the other tapes transferred as well. He will also set up a VOD file. He will also provide copies to the Heritage Committee.

Erica Olsen would like to become the new recording secretary. She has experience with the role and has been doing this for the Lions Club in Sandown. The position has been reviewed and approved by the Board of Selectmen in a previous meeting.

Chris made a motion to accept Erica for the position, and it was seconded by Al.

Motion was 3 Aye, 0 opposed, and Eric abstained.

Motion passed by 3-0-1.

Other Business

Al mentioned he would like to use the camera to begin creating more video content. Chris will make sure the equipment is ready to use.

The next cable meeting will be **August 27 and 7 PM.**

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

At 7:40 PM, Richard **made a motion** to adjourn. **Motion seconded** by Al. All voted Aye. **Motion carried.**

Respectfully Submitted,

Richard Lewis