



41 Richard met with Board of Selectmen last night. The Board formally accepted the resignations  
42 of Sue Godin and Loraine Borin, thanked them for their service and said they missed them.

43 • **Charter and Policies & Procedures Documents** Richard presented the Board of  
44 Selectmen with drafts of the new Charter document. None of the proposed changes  
45 were substantive, just editorial in nature. Selectmen Tombarello added that item #4  
46 should read “the duties of the Vice-Chair are to assist the Chair”. Richard also pointed  
47 out that the minimum number of Board members has been changed from five to three.  
48 The Board was OK with these changes. The Board was also given copies of the Policies  
49 & Procedures document. They will review it and get any requests for changes back to  
50 the Cable Board before the next month’s meeting. After that, the document will be sent  
51 to town counsel for review. Once that is approved, it will go back to the Board of  
52 Selectmen for formal acceptance. All costs for legal review will be paid by the Cable  
53 Fund so there is no cost to the town.

54 • **Equipment Upgrade** Richard also talked to the Board of Selectmen about the potential  
55 purchase of upgraded equipment and software for the cable office. New equipment is  
56 needed to replace old, outdated equipment and software to bring everything up to  
57 current standards and will result in the Station Manager’s job being much easier. It will  
58 also be adding our own in-house video-on-demand feature. The Board of Selectmen  
59 was informed that multiple bids had been received. The Board of Selectmen approved  
60 that the Cable Access Board go ahead with the purchase. **Richard made a motion** to  
61 move forward in contacting Unique Media Systems and Integrated Solutions Group and  
62 move forward with the equipment update, which would include updating the hardware  
63 and all installation charges with a total cost of \$36,833.25. The money will come from  
64 the Cable Fund and will not cost the town anything. Chris added that it is also the time  
65 do some re-wiring in the cable office. This upgrade will get rid of a “ghosting” problem  
66 that has been occurring. **Chris seconded** the motion. All voted in favor. **Motion**  
67 **carried.** Chris explained that there were other competing systems that could have been  
68 purchased slightly cheaper, but would have resulting in growing pains due to training  
69 aspects and increased down time.

70  
71 Chris announced that the Board is looking for new members to serve. The Board meets once a  
72 month and works to keep the operation of Channel 17 going and come up with new ideas. He  
73 is also looking for people to bring new programming ideas.

74  
75 The next meeting is scheduled for March 28, 2017.

76  
77 At 7:26, **Chris made a motion** to adjourn. **Richard seconded** the motion. All voted in favor.  
78 **Motion carried.**

79 Respectfully Submitted,

80  
81 Cheryl Eastman