

**CABLE ADVISORY COMMITTEE
MINUTES OF MEETING
OCTOBER 9, 2008**

In Attendance: Madeline Marcotte, Bob Carolan, Norm Bouchard, Mickie Conte, Dan Bush, Dan Hooper. Excused absences: Dave Cantone, Lori Schactman

Jessica Killam joined the meeting to introduce herself. Jessica is a Sr. at Timberlane High School who has experience in editing in “Final Cut Pro” and would like to volunteer her time to assist in programming at the studio. There are at least two videos that need editing and it was decided that this was a good way to get Jessica started. She will check her schedule to determine a date and time to meet at the studio to begin.

Old Business was reviewed:

Heating issues at the Studio: Bob has made several calls to Ron Clayton, owner of the building, and has not heard back from him. Maddie had a conversation with Ron and he indicated that he would instruct his contractor, Mr. Clayton, to get in touch with Bob immediately to set up a time to meet at the studio.

Pulsar: The key holders for the security system are: Carol Verge (insurance company upstairs from the studio), Bob Carolan, Town Manager’s Office, Lori Schactman, and Maddie Marcotte. Each key holder needs to contact Pulsar to provide them with their individual security codes. Bob will forward Pulsar contact information to each key holder so that they may provide this information. The system cannot be turned on until this is done.

New Business:

Bob Carolan indicated that he had the “apples to apples” quotations for camera equipment, but needed more time to get the same from lighting companies. Bob will complete this process; send quotations to the committee and a special meeting will be held on October 16 to ensure all is complete and ready to go before the BOS on 10/20/08.

In addition, Dan Bush will research wireless microphones for pricing to be purchased and used at the town hall for when audiences are present and wish to speak.

There was much discussion regarding the “Cable Advisory Committee – Plan for the Future” that Dan Hooper had developed. The plan consists of Goals and Objectives, both short and long term; as well as a Cable Access Channel Guide; all of which needs to be populated. All members took action items for input into the

plan. This should be complete by the next regularly scheduled session on November 13th, 2008.

Meeting notes, along with Bob Carolan monthly notes need to be posted on the town website. Mickie will forward all meeting notes to Bob. Bob will coordinate meeting notes with his notes and request that they be posted on the website. A process will be instituted so that future meeting minutes are posted on a timely basis.

Norm Bouchard, Dan Hooper and Bob Carolan will be meeting with the CIP group (Capital Improvement Plan) on 10/17/08.

It was requested that Buzzy Blinn provide the status of the Comcast contract at the next meeting on November 13, 2008.

**MINUTES OF "SPECIAL" MEETING
OCTOBER 16, 2008**

In attendance: Madeline Marcotte, Lori Schactman, Bob Carolan, Norm Bouchard, Mickie Conte, Dan Bush, Dan Hooper. Excused absences: Dave Cantone

A motion was made by Dan Hooper to request a purchase order for the procurement of a wireless microphone for the sum of approximately \$400.00. This microphone will be used in the Town Hall for public participation. All members agreed.

A total of four quotations were received for the camera equipment: Camera Company, B&H, Access A/V and Great Northern. It was agreed to eliminate B&H as an option. The remaining three quotations were either not apples to apples or incomplete.

The quotations for lighting equipment were incomplete.

Lori Schactman offered to complete the quotation process. According to Craig Kleman, interim Town Manager, the BOS agenda is full for October 20th. The plan is to hold another special meeting to go over completed quotations and be ready to submit to the BOS on October 27th, 2008.

**Respectfully Submitted,
Cable Advisory Committee**