

**CABLE ADVISORY COMMITTEE
MINUTES OF MEETING
JANUARY 8, 2009**

The meeting was held at the PAC-TV studio and began at 6pm.

In Attendance: Bob Carolan, Norm Bouchard, Mickie Conte, Buzzy Blinn

Absent: Madeline Marcotte, Dan Bush, Dan Hooper, Dave Cantone

Old Business:

- **Status of new equipment:**

Equipment has been received and Bob is familiarizing himself and will report progress at our next meeting.

Bob will fill out the form for the new equipment and forward to the Town Hall for insurance purposes.

The new equipment will need to be tagged and added to the inventory spreadsheet.

Warranty cards need to be submitted.

Once the equipment is up and running, Kevin Long will be contacted to provide the logistic layout so that we can document.

- **Address solutions for prompt removal of old equipment from next door.** Information on three recycling companies was given to Bob. Bob will contact them and inquire what they are willing to take and what the fee is.

Buzzy will inquire on what the protocol is for the disposal of equipment and/or the resale of equipment and report back at the next meeting.

- **Jessica**

Mickie has tried several times to get in touch with Jessica and she has not responded back. It is safe to assume that she is no longer interested in volunteering her time. Mickie attended a PACE meeting on January 8th which was held at Timberlane High School. The administration requested volunteers to get kids involved in outside activities. Contact information was left with the administration requesting volunteers to learn how to produce and edit at the studio. Hopefully this will generate some interest.

- **Policies and Procedures** – this was not discussed as there were too many members not present.

- **Trust Funds**

Buzzy was asked to find out from the BOS how to get funds diverted from the General Fund to the Cable Trust Fund. He brought the subject up at the BOS meeting and it was noted that the BOS thought that, at least a portion of the money, was going to the trust fund. It was mentioned at the Cable meeting that all funds had been going to the General Fund since 2001. We need to confirm this before going before the BOS. Mickie has requested to meet with the BOS to discuss what needs to be done.

- **Programming schedule**

This was not discussed as Dan Bush was not at the meeting. Hopefully, we will be prepared to discuss at the meeting on February 12th.

New Business:

- **Dave Cantone was not present to formally request to be removed from the Committee. Mickie informed the Committee that Dave was interested in having his sons operate the cameras for his programs. Currently the policy is that anyone under 18 cannot operate the equipment. We need to review the policies and procedures to understand how and if we make exceptions to this policy. It was decided to continue discussion at the next meeting.**
- **Posting of minutes**
This is still not being done. Mickie agreed to take this action item and contact Dennise Horrocks to find out what needs to be done.
- **General Housekeeping**
Once the Budget is approved, Bob will hire a person for monthly clean up at the studio.
- **Member Terms**
It was suggested that we impose a three year term for Committee Members. Since there were not enough members to vote, we decided to discuss at our Feb. 12th meeting.
- **Status of the Comcast Contract**
The BOS requested a 3 month extension and we are scheduled to meet with them and the lawyer on January 26th 2009 at 7pm.
- **Norm will request that Jay DeRoche attend the next meeting so that the Committee can vote him in.**

Meeting adjourned at 7:30pm

All meetings are scheduled for the 2nd Thursday of each month and held at the PAC-TV studio. The next meeting will be held on February 12th.

**Respectfully Submitted,
Cable Advisory Committee**