

CABLE COMMITTEE MEETING MINUTES

DATE: 6/4/08

CALL TO ORDER: 6:30 PM

PRESENT: NORM BOUCHARD, DAN BUSH, DAVE CANTONE, BOB CAROLAN, MICKIE CONTE, MADDY MARCOTTE, LORI SCHAFFMAN

STUDIO MAINTENANCE

As a result of the first official Cable Committee meeting held on 5/21/08, the owner of the studio property, Ray Durbin, was requested to participate at this meeting.

(there were no official meeting minutes as a result of the 5/21/08 meeting. The discussions held were centered around understanding studio maintenance and housekeeping issues that needed to be addressed. In addition to the members above, Dan Hooper was also at this meeting).

The types of questions that were asked of Mr. Durbin were: understanding how the heat and air conditioning temperature were controlled; how heat and electricity bills were handled; identifying those in the building that had keys to the studio.

Temperature control should be accessible in the studio. Mr. Durbin will request that Aaron (Ron) Clayton get in touch with Bob Carolan to schedule a time to investigate the problem.

Heat and electricity bills are shared between Verge Insurance and the studio. The town agreed to this method and it seems that the town was, at one time, going to install separate meters.

Verge Insurance has a key to the studio for emergency purposes. (the furnace is in the studio). The Committee will have to figure out how to deal with this, as the intent is to activate the alarm system in the studio.

Mr. Durbin suggested replacing the inside door to a “solid” door, as the current door is hollow and would not be difficult to break into. Mr.

Durbin also suggested replacing the lock on the outside door; and agreed to replace the lock himself.

Norm Bouchard agreed to speak to Jason Hoch regarding the correct protocol in getting the hollow door replaced.

A problem with the water heater was brought up and Mr. Durbin agreed to have someone investigate the problem. He said that he would have someone contact Bob Carolan to schedule a time to meet.

Other Discussions

The finance office has requested that an inventory be completed and turned into them no later than July 15th, 2008. An inventory has never been done and is needed for insurance/replacement value purposes.

The committee has agreed to begin the inventory on June 9th, and complete it by June 16th. Once the inventory is complete, a coordinated effort will take place to try to determine replacement values of all the equipment inventoried.

There are many programs that are being planned; but due to the poor quality of the first run of “Plaistow Connection”, May 2nd, 2008; on Livestrong Day, it has been recommended that no further programming be done until the Committee is certain that the final product is of the highest quality. This is difficult to accomplish with the current equipment.

Dan Bush has agreed to investigate and propose new equipment necessary to produce quality output by the end of June, 2008. The Committee will then request the proposal be brought before the Board of Selectmen.

There was a lot of discussion around programming and the proper documentation and other requirements. IE: Town of Plaistow Volunteer Agreement, Producer’s Handbook, Town of Plaistow Safety Plan, Studio Policies and Procedures. Also discussed was the LGC (Local Government Center) requirements; as the Town of Plaistow’s insurance carrier. LGC policy states: “no one under the age of 18 should be working under any capacity at the TV studio”.

These issues/requirements/policies need to be investigated by the Committee to get a better understanding of what the requirements need to be for programming in the future.

The committee asked Bob Carolan for an update on the new equipment and when “play back” will be up and running. Bob Carolan indicated that he has been unable to figure out how to make “play back” work. He stated training has not been made readily available and that his emails went ignored. It was suggested that a call be made to Nexus to request immediate assistance.

There was discussion regarding the lack of quality of work being performed by one or two of the camera/control operators who operate the equipment for meetings at town hall. The question came up as to whose responsibility it is to replace operators who are not performing the job well. Bob Carolan will speak to Jason Hoch regarding this and report back to the Committee.

The Committee unanimously agreed to reject the posting of information on Tick and Lyme Disease to the Message Board, as requested by the Plaistow Health Office, as the message exceeded the limited amount of letters and spaces. It was the opinion of the Committee that this message would be better served on the Town of Plaistow website.

The next Cable Committee meeting will take place once the inventory effort is complete; date to be announced.

Meeting adjourned at 9:06 pm.

**Respectfully submitted by,
Mickie Conte
Cable Committee Member**