

**CABLE ADVISORY COMMITTEE
MINUTES OF MEETING
AUGUST 21, 2008**

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

Old business was reviewed:

Progress on new studio equipment: Lori presented a list of proposed equipment to purchase for the studio. Dan Bush will work on video light requirements to be added to the equipment list. Once the list is complete, Bob Carolan will issue Requests for Quotations from three different companies. We will then submit to the BOS and request authorization to purchase.

New door locks have been installed and new keys made. The following have keys in their possession: Verge Insurance, Bob Carolan, Maddie Marcotte, Lori Shactman and the Town Hall.

Pulsar was contacted to activate the alarm system in the studio. Each key-holder will have a unique security code set up.

Heating/AC: a new thermostat will be installed in September of 2008. It was originally thought the installation of the thermostat would allow the studio to control heating and AC; but it appears that Verge Insurance will still have control. When Verge Insurance leaves for the day, they shut down the heat and AC; which shuts down the studio heat and AC. The town splits 50% of these costs with Verge Insurance, but many times the studio is without heat and AC. An agreement needs to be made with Verge Insurance on how we will move forward. A thought is to have the town pay 60%; with the agreement that Verge will not shutdown the heat and AC when they leave for the day.

Bob Carolan issued his report for August 2008. In the report, he has committed to a September 8th, 2008 completion date for “playback” programming. He is still having some issues, but making progress.

The Cable Advisory Committee agreed to change the meetings to the 2nd Thursday of the month (from the 3rd Thursday); as that is the only time that the 2nd floor grand room is available in the town hall.

A lengthy discussion was held to determine “commercial content guidelines” for Public Access. Mickie Conte, co-host for Plaistow Connection, was concerned over shows that she wants to produce in the area of small businesses.

**“the use of the Public Access facilities and channels must be for non-commercial purposes. Access Facilities or time on the Access Channels shall not be used for the following:
Advertising material that in whole or in part, enacts a call-to-action or expressive *selling* of products”.**

The issue came up because Plaistow Connection would like to produce shows that recognize small businesses in Plaistow who offer unique services or products. It was determined that the intent was to “tell the story” of successful Plaistow business owners; not to “sell” or “advertise” a product or service; therefore Plaistow Connection will move forward with their productions.

Next meeting: September 11, 2008 6PM Town Hall

End of Meeting