

## **Minutes of the New Gloucester Cable Television Committee Meeting – Oct. 13, 2016**

### Those in attendance:

Committee members: Bob MacGregor (Chair), Richard Erwin (Vice-Chair), Patti Mikkelsen  
Jane Sturgis (selectman co-liaison)

### Call to order:

Bob MacGregor called the meeting to order at 10 a.m.

### Minutes:

The Aug. 11, 2016 meeting minutes were approved, pending changes. (Richard/Patti) Motion carried 3-0.

### Technical report:

- Richard presented his 10/13/16 technical report, which is available as a separate document.
- Richard updated his report stating that the back up DVD recorder is now malfunctioning.
- Patti said that the auto back light setting in the newer camcorders does not discernibly improve the image. Richard suggested checking for similar reports and possible remedies via an online search.

### Next meeting:

Bob scheduled the date of the next Cable TV Committee meeting for Thursday, Nov. 10, 10 a.m.

### Public participation:

(Not in chronological order) Steve Hathorne joined the meeting near adjournment to express his concern over a submitted letter having been read at a candidate forum.

### Archiving policy:

- Richard reported that the archiving policy developed at the September workshop consists of retaining recorded meetings on the Ultra Nexus and DVDs for a minimum of five years and VODs available for online streaming for a minimum of two years.
- Bob said that he spoke with library director Suzan Hawkins who would like to keep DVDs of all town meetings at the library.
- Bob offered to draft a new archive policy statement and send it to Richard for editing.

### FY2018 Budget:

Patti suggested that line 2-70 Contracted Services be reduced by \$600, commensurate with next year's Leightronix contract for streaming of shows to the Internet.

### Future staffing:

- Jane reported that she met with Town Manager Paul First and they had a wide-ranging discussion about NGTV staffing strategies. She said they include advertising for volunteers or paid personnel.
- Richard pointed out the 1-01 Wages line in our current budget which could be used for paid personnel. He added that an IT contractor to perform their services for the town office and NGTV is a possibility.

### Equipment needs:

- Bob mentioned that there are at least two items to be included in a proposed spending package: 11 RF-protected microphones for the dais and a RAID drive.
- Richard said he will obtain a cost estimate for the microphones from supplier Steve Crane.
- Bob stated that we will have to firm up the spending package by February in preparation for requesting it as a warrant article for the annual Town Meeting.

Forum recaps:

- Patti proposed amending our policy manual to extend the broadcast period prior to an election.
- The group agreed to hold a workshop in the spring to discuss issues surrounding candidate forums. The workshop will be publicized, and members of the public will be invited to participate.

Other:

Bob and Richard said they plan to record the Oct. 20th New Gloucester Historical Society presentation.

Adjournment:

A motion to adjourn the meeting was made at 11:15 a.m. (Patti/Richard). Motion carried 3-0.

Minutes were submitted by Patti Mikkelsen (recorder).