

Minutes of the Cable Television Committee Meeting – Oct. 10, 2023

Call to Order:

Richard called the meeting to order at 7:00 p.m.

Those in Attendance:

Committee members:

Richard Erwin (Chair), Patti Mikkelsen (Vice Chair), William Welte (member),
Colleen Strickler (Select Board Liaison), Bill Kerbin (Town Manager)

Election of Chair:

Richard Erwin was nominated for the position of committee chairman (Patti/William).
He was elected by a vote of 3-0.

Election of Vice-Chair:

Patti Mikkelsen was nominated for the position of committee vice-chair (William/Richard).
She was elected by a vote of 3-0.

Adjustments to Agenda:

Two adjustments were granted: William's request to add an agenda item pertaining to the policy surrounding the Electronic Bulletin Board, as well as Richard's request to move the Technical Report after discussion of the video equipment upgrade for more context.

Schedule Next Quarterly Meeting:

Thursday, Jan. 11, 2024 (tentative)

Public Comment:

None

Minutes:

A motion was made to accept the Nov. 10, 2022 meeting minutes as written.
Motion carried 2-0-1 with William abstaining due to not being present at that meeting.

Old Business:

a. Meetinghouse video equipment upgrade completion

Richard recapped two documents he had prepared for the meeting. The first "Meeting House Equipment Configuration" provides a detailed listing of NGTV equipment. The second "Video Upgrade Milestones" chronicles the milestones associated with the installation. Colleen recommended having this document posted online for availability.

b. Other - Electronic Bulletin Board

Richard circulated copies of NGTV's current Bulletin Board Policy. He stated the town office is no longer maintaining the Bulletin Board and added that it requires labor to create and maintain the digital signage content. It was suggested that people submitting an item be responsible for attaching a prepared slide. Richard read an excerpt from current policy granting the Town

Manager discretion over the interpretation of NGTV's bulletin board rules. Programming automation (start date/end date) may be possible.

Technical Report:

Richard read his 10/10/23 technical report, which is available as a separate document. William asked what obligation, if any, does KCMNE have to provide service and repair under the 2022 deal. Richard cited a section of their System Proposal RFP referring to "Maintenance of the System." He read the paragraph about onsite maintenance visits during which a system specialist would address issues of concern. The question of warranties arose, and Richard said that more research would be needed.

New Business:

a. Cable TV Franchise Agreement

Town Manager Bill Kerbin said he talked with GPCOG Director Tony Plante about stalled negotiations with Charter Communications. Mr. Kerbin reported that Mr. Plante plans to attend the next select board meeting to present an update. Colleen said nothing will change under the current agreement for now, but new terms are being negotiated. Patti added that a bill LD 1967 is making its way through the legislature that would likely benefit local access TV if adopted.

b. FY2025 Proposed Budget

Richard gave a rundown of the Dept. 113 FY2025 proposed Budget Narrative. Two new items of note are Account 2-70 Contracted Services: CASTUS support and maintenance, as well as a Zoom account subscription. Changes to the budget worksheet were made. Account 1-02: change CTAM to MCMA and \$50 to \$100, Account 9-51 change \$13,000 to \$6,000. A motion was made to forward the proposed narrative and budget request with corrections as noted to the Town Manager. (Patti/William). Motion passed 3-0.

c. Hybrid meeting support

Patti said that a citizen offered to purchase one or two laptop computers for the purpose of supporting remote meeting capability. She added that past Cable TV Committee member Sarah Gusky Kemer sent a May 9 email with her recommendation as to the best laptop for this purpose. The laptop would be owned by the town, and Colleen stated that the subject would be taken up by the select board. She questioned how hybrid meetings would function. Town Manager Kerbin said there are a lot of logistical issues to be worked out, and a test run should be performed. Colleen said she would get the hybrid meeting topic added to a future select board meeting agenda.

d. Proposed Communications/Station Manager staff position

Town Manager Kerbin said he reached out to Pownal and learned they have an automated system that doesn't require a station manager. He plans to confer with Gray. Colleen suggested that Richard compile a list of tasks associated with the position as a starting point. William, who has a background in technical writing, offered to help by codifying the workflow.

Adjourn:

A motion to adjourn the meeting was made at 8:47 p.m. (Patti/William). Motion carried 3-0.

Minutes were submitted by Patti Mikkelsen (recorder).