

# **DRAFT MINUTES**

## **CATV Advisory Committee Minutes March 24, 2011**

Place: Nowak Room, Town Offices  
Time: 5:30 p.m.

Present: Sam Bruno, Jim Fellows, Frank Ferraro  
Absent: Hope Godino, Herb Moyer, Matt Quandt, Candance Hoene  
Staff: Russell Dean, Andy Swanson  
Others: Don Clement, Renee O'Barton, Jay Childs (access consultant)

The committee reviewed the minutes of February 17<sup>th</sup>. Frank Ferraro moved approval of the February 17, 2011 minutes. Jim Fellows seconded. Motion carried.

Sam Bruno reviewed with the committee the latest equipment list and prices. There were three vendors, Access A/V, Rule Camera, and Single Source. For the broadcast server and bulletin board, the subcommittee recommends going with Rule Camera at \$20,304 for the Tighrope CBL bulletin boards for access 98 and the e channel. For lights, the committee recommends Rule Camera due to a better product being quoted. For the control room, Mr. Bruno secured an educational discount from Access A/V and recommends the NewTek Tricaster equipment. This is typically a nine or ten thousand dollar item that we will be getting for far less. For cameras, Jay Childs from JBC was consulted and his recommendation along with the group's is the Canon XF105 cameras, as they are durable and made for heavy duty use. For portable field cameras the recommendation is the Canon VIXIA HF S30 dual flash memory camcorder. The cameras are recommended to be purchased from Access A/V.

Mr. Bruno indicated labor install and shipping are not included in the final prices but that he would suggest going with these vendors to get the ball rolling. The Co-op would own the equipment procured for the studio under the agreement. The Town Manager asked about estimates for labor and installation and Mr. Fellows indicated it would be around \$5,000. Mr. Swanson volunteered current employees to assist in the installation.

The Town Manager said the top of the list added to around \$50,000 and asked about financing. Mr. Bruno indicated the co-op would pay for up to \$50,000 from their funds. Mr. Dean indicated the access equipment should be purchased with franchise fees revenue from the cable fund.

Mr. Bruno then recommended the following: rule camera as the vendor for the broadcast server, bulletin board and lights. Access A/V is recommended for the cameras and control room. Mr. Bruno noted this recommendation is based on the amount of studios Access A/V has set up – they have more direct experience in this area than Rule Camera. Mr. Brad Jett, who runs Hampton's primary access channel, is the main person involved from Access A/V. Mr. Bruno put this recommendation in the form of a motion, which was seconded by Mr. Fellows.

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A discussion on the forthcoming Memorandum of Understanding was discussed. Mr. Clement in attendance indicated he would like to see the MOU complete before moving ahead. Mr. Ferraro agreed. A discussion followed. Mr. Dean pointed out that the co-op funds were their funds, if they wanted to buy equipment tomorrow, they could. However, he understands everyone is working together and he will work on the MOU.

Mr. Bruno indicated that if all could be completed by April 19<sup>th</sup> that would be beneficial as it is the next co-op board meeting. The Town Manager will work on the MOU and forward a draft to the Superintendent to review.

A vote on the motion then followed to adopt the vendors and scenarios as Mr. Bruno and the equipment subcommittee advised. Motion carried 3-0 with Fellows, Bruno, and Ferraro voting in favor.

Mr. Ferraro then asked Mr. Dean if an operating budget for the 3 channels would be forthcoming. After some discussion it was agreed an operating budget would be drawn up for future discussion. It would include a budget for EXTV-G, EXTV-P, and Exeter's share of the E-Channel.

Jay Childs from JBC Communications then reviewed the policies and procedures version 2.0 with the committee. Mr. Dean asked for final comments then he would give to town counsel to approve.

Ms. O'Barton asked about quality of programming and whether something could be not shown that was not of proper quality. Mr. Childs indicated some standards were needed and this was necessary for the survival of the channel as the material submitted needs to be broadcast quality or close to it, or no one will watch. Mr. Childs also indicated copyright infringement issues were addressed in this draft.

Ms. O'Barton asked if students would need their parent's signature to put programming on the access channel. Mr. Childs reviewed the form and indicated they would if they were under 18. Mr. Swanson indicated an Exeter resident would also need to sponsor programming to be shown on channel 98.

A general discussion on access then took place. Mr. Ferraro asked about who was in charge. The Town Manager said the Board of Selectmen would be in charge but are somewhat removed from access. If a complaint was received about programming it would go to the advisory committee for resolution, but the Selectmen would be the final arbiter. Mr. Ferraro suggested people could sue the Town. The Town Manager said this is always possible, and under the access rules anyone who submits programming to the channel signs a form taking all legal responsibility for its content, so they are 'on the hook.' Mr. Ferraro said that someone would also sue the Town. Access rules and regulations were then discussed.

The Town Manager indicated he would work on the MOU and forward it to the Superintendent. The next committee meeting will be April 14<sup>th</sup> at 5:30 p.m.

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Sam Bruno motioned to adjourn, seconded by Jim Fellows. Unanimous vote to adjourn at 6:50 p.m.

Respectfully submitted,

Russell Dean  
Town Manager