

## **DRAFT MINUTES**

### **CATV Advisory Committee Minutes**

**April 14, 2011**

Place: Nowak Room, Town Offices

Time: 5:30 p.m.

Present: Sam Bruno, Jim Fellows, Frank Ferraro, Hope Godino, Matt Quandt,

Absent: Herb Moyer, Candance Hoene

Staff: Andy Swanson

Others: Renee O'Barton

Sam Bruno asked that the committee put off the review of the policies and procedures until Jay Childs is available.

Sam Bruno introduced the Memorandum of Understanding (MOU) and the committee took a few minutes to read it over. Once the wording is finalized the MOU will be submitted for approval to the Exeter Selectmen and the COOP School Board.

Matt Quandt inquired about section 4 of the MOU where it states that the town would buy at least 10 hours a week of studio/operations time from the SAU. Sam responded saying is a placeholder number for now so we can be as flexible as possible until we determine exactly what the long term demand will be.

Frank Ferraro asked about procedures for citizen access to the studio both during the day and in the evening. Jim Fellows said that during school hours, until 6 pm, citizens using the studio would need sign in at the front desk in the school office and after 6 pm there would be no one in the office so sign in would not be necessary.

Renee O'Barton asked if the COOP employee was going to be a full time staffer with full benefits, Mr. Bruno replied that the COOP employee was going to be a 30 hour position with an additional 10 hours a week paid by the town. This is strictly an hourly position.

Frank Ferraro asked about the annual review date in section 4 of the MOU as it seems that the current wording is vague. There was some general discussion and the consensus was that "date of hire" would be a logical choice for this date.

Renee O'Barton questioned what will happen to the equipment if Exeter decides to move operations to a new site or sells the station. Sam Bruno replied that all equipment except the Bulletin Board piece would remain property of the SAU.

Frank Ferraro mentioned that the MOU (section 7) has provisions for the town backing out of the agreement but none if the SAU wants the Access Studio out of the school. There was some discussion. Mr. Bruno's opinion is that with the Policies and Procedures covering the concerns of the SAU, it is unlikely they will want the Access Studio to move.

Jim Fellows made and withdrew a motion to change the wording of the end date provision in the MOU.

Sam Bruno reviewed with the committee the latest equipment list and prices. There were three vendors, Access A/V, Rule Camera, and Barbizon Lighting. The subcommittee recommends going with Rule Camera at \$24,802 for the broadcast related equipment and installation. For lights, the subcommittee recommends Barbizon Lighting due to a better product being quoted and a \$4000 rebate from Unitil to the vendor for using energy efficient lighting. Access A/V will be supplying the balance of the studio equipment and cameras. Special thanks to JBC Productions for donating a camera. Total for all three vendors is now at \$84,536.

Jim spoke briefly on the cost of the lighting package. Current quote is at \$9004 but for an additional \$1500 we could significantly upgrade the lighting. Both of the quotes include a large rebate from Unitil to the vendor. Jim expressed some disappointment that the rebate was tied to buying from the current vendor of choice since we will be paying full retail pricing for the lighting and the same equipment could be purchased for less elsewhere. After the rebate, we are still at the lowest overall cost.

Matt Quandt asked what was the next step to moving this forward and Sam replied that once approved by the COOP Board and the Exeter Selectmen, the equipment would be purchased and the COOP would cut a check for one half of each invoice and the town doing the same.

Sam Bruno made a motion, revised several times, that the Committee recommend that upon approval of the MOU by the COOP Board and the Exeter Selectmen, that the Exeter Selectmen approve expenditures, not to exceed \$86,000, for the initial equipment purchases. The Town of Exeter would be liable for 50% of this expenditure. The motion passed unanimously.

Renee O'Barton asked if there was an operational budget available at this time. There is not however Sam stated that the COOP was looking at \$30,000 labor and 5000 for operational supplies for the first year.

Respectfully submitted,

Andy Swanson  
EXTV Station Manager, Ret.