

## **DRAFT MINUTES**

### **CATV Advisory Committee Minutes**

**August 17, 2011**

Place: Wheelwright Room, Town Offices

Time: 5:30 p.m.

Present: Matt Quandt, Nancy Belanger, Hope Godino, Gerry Hamel.

Staff: Russ Dean, Andy Swanson. Others: Frank Ferraro (alt BOS rep) , Don Clement

Selectman Quandt called the meeting to order. Minutes were held until a future meeting.

Policies and Procedures for EXTV-P were discussed. The issue of equipment continued to be discussed. Should there be a deposit for use. Should the Town seek a deductible or a separate rider on their insurance for these items. Andy mentioned the issue of the value of the equipment. He checked with other places and typically they don't carry separate insurance. The deductible on the Town's policy is \$1,000 per occurrence. The value of the equipment is less, so basically we would have to replace it if damaged. The equipment will also depreciate quickly. Don Clement mentioned that those signing it out would be responsible. More discussion was had, it was agreed that the equipment system would be monitored for a year to see if any problems arose. People could lose their privileges if the equipment is damaged via negligence.

The JBC revised proposal was discussed by the committee. Several edits and comments were made including no need for policies and procedures by JBC since the committee is finishing it up. The co-op is working on finding a person for the E channel so that can come off the list. Public outreach really isn't needed in the way it is presented. Seed program should be a "how to" use the studio produced by JBC and run on Channel 98 whenever possible.

The next meeting was set up for October 6<sup>th</sup> at 5:30 p.m. at the Town Office.

Don Clement mentioned he felt outreach was important to make access successful. Training was also important. It was mentioned that JBC could produce the certification DVD and get it out to people to streamline the orientation. There is also an idea to divide trainings into Groups such as A and B and schedule those trainings. People can then sign up as they see fit. Further training can be done in house. After that a "train the trainer program" could be developed with those who are members of the studio training others in its use.

The Town Manager will send the policies and procedures to Donahue Tucker for a final legal review.

Hope Godino moved to adjourn. Second by Nancy Belanger. The committee stood adjourned at 7:00 p.m.

Respectfully submitted,

Russell Dean  
Town Manager