Cable Advisory Committee Meeting Minutes

Thursday June 29, 2023 – 6:00 pm

381 Main Street - Town Office Building

2nd Floor Hearing Room and Remote on zoom

Present: Kelly Scott, Adam Stone, Kevin Bowe

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| 1. Discussion of Meeting Minutes from 3/2/2023
 | Motion made to accept, voted and approved. |
| 1. Update from 4/24 Town Meeting and warrant article
 | $90,000 approved |
| 1. Discussion on PEG request draft form
 | Robust discussion about who would/could apply and what should be on the form. Kelly will rework and send out prior to next meeting.  |
| 1. Discussion of draft CAC charge language
 | Robust discussion, Kelly will rework and send out prior to next meeting. |
| 1. Discussion of formal goals for FY24
	1. New Member(s)
 | TabledAgreed to keep committee at 3 members for now. We need a third member. |
| 1. Update on plans/quote for broadcasting from 2nd floor hearing room
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| Item | Cost | Status |
| Owl | $1,127.00 | Delivered |
| Laptop | $1,390.69 | Delivered |
| Mouse | $12.99 | Delivered |
| TV/monitor | $777.99 | Ordered |
| Movable TV stand | $89.99 | Ordered |
| Sub-Total | $3,398.66 |   |
| Allocation | $5,000.00 |   |
| Remaining balance | $1,601.34 |   |

 Furniture moving first, then installation. |
| 1. Update on process for server upgrade
 | 2nd bid came in much cheaper. Adam is working on 3rd  |
| 1. Discussion about available equipment, potential content, training needs
 | Thinking about creating a “camera kit” that citizens could borrow to create content. Adam will research and create a proposal. $1200-$1500 range discussed.Discussion about Adobe Premier video editing software $35/mo.Discussion about training people to use the equipment and edit videos. |
| 1. Adam Stone Reimbursement Rate Raise
 | Motioned, voted, and Approved to raise pay rate to $25/hour, |
| 1. Next Meeting Date/Time
 | Late July/Early August TBD once we have 3 quotes for server upgrade. |