

**Cable Television Committee
Minutes
April 16, 2002**

Cable Committee Minutes 4/16/02

Attendees: Jeff Winston, Marty Greenstein (briefly), Hal Barnett, Mark Thompson, James Siket (ATTb).

- 1) We reluctantly accepted Hal's resignation as he is leaving Massachusetts. Hal made a lot of good contributions to the committee and he will be missed. Good luck Hal!
- 2) We discussed the upcoming 4/22 (7:45pm) hearing. We decided to recommend that the Selectmen follow Peter Epstein's agenda, opening/closing statements, and questions. Jeff said he would pick out a few questions to highlight to the selectmen. We also decided to recommend that the transfer not be approved until ATTb successfully completes the system upgrade scheduled for 6/1.
- 3) We discussed the Town Hall Studio. We need to know if the system has been paid for, and what happened to Kevin Long's commitment to have a way to activate the PA system without entering the control room. Jeff to send Emails, James to follow-up.
- 4) we discussed the quarterly reports. Budget report looked good. On James's report... Starting next quarter we requested the following:
 - a) Only submit information for Sudbury (he had used another town's format and left a lot of the other town's information there)
 - b) Use a hardcopy-friendly format.
 - c) List names of all programs that make up the hours of programming and new programming (we asked for this retroactively for Q1 as well).
 - d) Although the word 'log' isn't used, the intent of license Sec 6.06 was to get programming and hours logs every quarter. Going forward, we asked James to keep a brief daily log of hours worked every day (time in, time out, major things worked on), and submit it with the report at the end of the quarter. However, we told James that if he spends more than 30sec/day filling out the hours log, he's spending too much time 8-}.
- 5) Peggy and Mark T. to develop a specification for a document camera to be purchased later this year.
- 6) We gave James permission to buy some more mics, rubber strips (to cover the mic wires in the town hall more easily and cleanly than duct tape), tripod spreaders, and remote zoom/focus controls and viewfinders for the new cameras. (Cable Comm to approve final P.O on the expensive stuff).
- 7) We asked James to shop for a cabinet and lamp for the Town Hall Control Room (to be paid for out of Cable Committee funds).

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- 8) Mark reported that the I-net construction was well underway. He will review the specs and make sure that we get everything we're supposed to.
- 9) Jeff to prepare a letter to town departments suggesting use of the Town Hall.

Adjourned at 9PM

respectfully submitted,

Jeff Winston, chairman