

Sandown Cable Board
Minutes
January 30, 2024

Date: January 30, 2024

Place: Sandown Town Hall

Members Present: Richard Lewis, Chairperson, Chris Donnellan, Vice-Chair and Eric Olsen (Selectmen Ex-Officio)

Guest: Parker Davis

Opening: Mr. Lewis called the meeting at 7:00 p.m.
The Pledge of Allegiance was said.

Selectmen Olsen made a motion to approve the October 24, 2023 meeting minutes as written. **2nd by Mr. Donnellan.** All in favor. **Motion passed.**

Mr. Lewis introduced Mr. Davis to the board. Mr. Davis stated that he wanted to get involved in the Town, and what a better way to start. Mr. Lewis mentioned that if Mr. Davis is interesting in joining the board, he could send a letter of intent to Lynne.

Mr. Donnellan informed the board about the software assurance for Cable Cast. The software assurance had expired, back on December 16, 2023. Mr. Donnellan was able to extend the warranty, a couple of months due to conflict. The warranty assurance would cost \$800.00 a year. This would be a year-to-year warranty.

Mr. Lewis made a motion to purchase the software assurance warranty for the year at \$800.00. **2nd by Selectmen Olsen.** All in favor. **Motion passed.**

Mr. Donnellan also brought up about the other issue that he has been having with Cable Cast. They don't support the carousel for the bulletin board anymore. Has some issues with the TeamViewer it's a third machine that is not need. Tried to solve the problem, with no luck. They do have a separate unit for the new cable cast CG it's a bit more money. Mr. Donnellan feels that if we could just do the integration, its part of the software that we currently have now. A difference in price would be for the internal version is \$1,550.00. There is also a separate unit for the Cable Cast CG which would replace the carousel that would cost \$6,645.00. Mr. Donnellan didn't think this was needed.

Selectmen Olsen made a motion to spend \$1,550.00 for the internal version for Cable Cast CG. **2nd by Mr. Lewis.** All in favor. **Motion passed.**

Mr. Donnellan talked about having a breakdown of expenses. Mr. Lewis would like to look at the last 3-years expense. He felt that this way it would give the board a look into what should be budgeted.

A discussion was talked about Mr. Donnellan hours. Mr. Lewis stated he investigated his files that he had and could not find anything stating that the hours for the week could be between 6 to 10 hours a week. Currently Mr. Donnellan works when he needs to. Mr.

Donnellan could work more hours on a regular basis. Mr. Donnellan stated that he's not going to be working 40 hours a week but could be around 20 hours on a busy week. Last years hours for the Station Managers were a total of 551 hours. These numbers where provided by the finance department. Selectmen Olsen mentioned that Mr. Donnellan should work the hours as seen fit.

Mr. Lewis talked about the new representative from Comcast Monaca Thibaut she is replacing Brian Christison from Comcast. Mr. Lewis has been working on the 3-year expense report he will have something ready for the next meeting. What should we do with the funds that we have now? That will help the cable run into the future.

Mr. Lewis spoke to Kate Miller the attorney that is managing the contract. He stated that the cable board and Ms. Miller has the new Comcast contract templet. Mr. Lewis had sent a list out with items to be negotiated on. Wants to add a HD channel. Ms. Miller stated that requesting an HD channel could be a negotiated item with Comcast. Comcast determine what equipment is necessary. Ms. Miller thought the negotiated would be around what equipment is needed to support the HD channel for us. There would be a cost that would be passed to the subscriber. Mr. Lewis asked for a cost, he stated that he would like to see the channel 16 fund this. Ms. Miller also mentioned that it would take about 18 months to get a HD channel. The reimbursement for that could happen, might be the length of the contract along with a high interest rate. Mr. Lewis stated that Ms. Miller would be looking into this for us. #1 how much would it cost so we can budget for it. #2 could we pay over the next 4 quarters from the cable fees and deduct from Comcast. Ms. Miller stated since our current rate is under 5%, we could see cable drops from basic service throughout the different Town buildings. Currently the rate is at 3%. Other items on the contract are, Comcast will provide service in the event of power outage at the head end which is in Derry for up to 24 hours. If Comcast needs to have a Police detail, they will contact the Police. They updated their insurance, in case of an accident to property. Ms. Miller would like to attend one of our meetings, Mr. Lewis would like to have her come to the next meeting. This would cost the board for her time. Once the inputs are in Mr. Miller would have to come in to talk to the BOS. Selectman Olsen would like to have a timeline for her.

Selectman Olsen made a motion to adjourn the meeting at 7:48. 2nd by Mr. Donnellan. All in favor. Motioned passed.

Next meeting is Feburary27th,2024

Respectfully Submitted,

Erica Olsen