

## **Minutes of the Meeting of the Community Access and Media Committee**

**held at Hanover Town Hall at 7:00 PM, April 10, 2014**

Members Present: Les Molyneaux, Brian Durkin, Kenton Greene, Michael Philips

Members Absent: Rick Kelly, Christa Monahan, Brian Barthelmes

Staff Present: Colleen Smith

Also Present: Tony Marino

Brian Durkin called the meeting to order at 7:00 PM.

Tony Marino reviewed the station staffing report – Tony's plan is to fill the Production Coordinator position on July 1 to make sure that adequate staffing is in place. Tony and Colleen have adapted the existing job description for the Production Coordinator position. Tony's intent is to post the job immediately after Town Meeting and have a new hire in place by July 1. Tony will also request to get the committee on the Board of Selectmen's agenda to review the Board's recommendation on the CAM article at Town Meeting.

Kenton Greene made a motion to accept meeting minutes from March 13th, 2014. Les Molyneaux seconded the motion. The motion passed 3-0 with one abstaining.

Colleen distributed the Station Manager report via email. The committee discussed the report. Network issues at the High School may be contributing to the online schedule web page not working properly. The issue is being investigated. The committee also discussed the potential to fund the Summer Enrichment program.

Kenton Greene distributed his financial summary report to the committee. Colleen will follow up with the Town Accountant on an expenditure that appears in the Expenditure Report that did not appear in the summary.

The committee reviewed the budget options presented by Colleen. Kenton presented an analysis of the long-term cash flow based on the current contracts and the sustainability of the station. There is a risk that if the terms of the contract changes significantly at the next re-negotiation that there will not be adequate funding to continue operations of the station. Kenton proposes that leaving the studio in the High School and working the issues as best we can is the course of least risk and longest financial viability. Brian Durkin proposed adding funding to the next budget to cover expenses associated with performing some field marketing study to determine how effective HCTV is at serving the public needs and to assist with the future planning decision making. Colleen will research methods and/or firms to perform this study.

Les Molyneaux made a motion that we accept the budget that included the expenses of acquiring a studio space and performing the necessary build out (aka the "with move" budget). Brian Durkin seconded the motion. The motion passed 3-0 with one member abstaining.

Colleen updated the committee on the status of the Town Hall upgrade. The contract has been awarded and the work has been scheduled.

The committee discussed the revised proof of the mass mailing. The changes look good, so the mailing will go out after April vacation. Website content has been updated in preparation of the mailing.

Colleen responded to the inquiry about the quality of the content on the bulletin board being a limitation of the current bulletin board system.

The committee discussed preparations for the next Town Meeting on Monday, May 5, 2014.

Colleen presented the committee with a description of the Hanover Community Television Internship Program. The committee discussed the program and approved, as it is part of the budget that was adopted by vote earlier in the meeting.

The next regular meeting of the committee is scheduled for Thursday, May 8, 2014 at 7:00 pm in the Large Hearing Room at Hanover Town Hall. The meeting was adjourned at 9:07 PM.

**Action Item Tracking**

Item #	Description	Assigned To	Date Assigned	Due Date	Status, Action, Notes	Date Closed
15	Kenton to draft a letter to the Town Accountant accepting the ledger of accounts as they have been delivered to us.	Kenton Greene	9/23/13	10/10/13	Done	10/17/13
16	Develop goals for Colleen's evaluation	Committee	9/23/13	12/12/13	Ongoing – to be discussed at 12/12/13 meeting	
17	Research Federated Authentication for access to streaming content (i.e. HBO GO)	Brian Durkin	10/17/13	11/14/13	Delivered report – not worth pursuing	11/14/13
18	Colleen to present recommendations for improving sound quality from Town Hall Hearing room	Colleen	10/17/13	12/12/13	Consultants being met on 12/13/13 Recommendation received	1/9/2014
19	Brian Durkin to distribute draft evaluation criteria document via email	Brian Durkin	12/12/13	1/9/14	Draft emailed to committee on 12/20/2013 Document approved by committee	1/9/2014
20	Draft Articles for Town Meeting	Rick Kelly	1/9/14	1/28/14		

Submitted by Brian Durkin.