

Cable Committee meeting

Sept 20, 2016

Jennifer Quinlan, Doug Alwine, Bernard Bond, John Lawton, Steve Flanders, Dick Butt

7:00 pm Meeting Called to Order

File Server – new version is installed, we are currently utilizing 19% on 2 of the 4 drives. It is recommended that we purchase 2 USB Memory sticks for the server. Agreed

Video Splitter – we need to purchase a video splitter, Agreed

Storing of meetings: we need to come up with a procedure the length of time that videos of meetings are stored. What are the legal ramifications?

Operating Budget needed for 2017. We've only spent \$327 so far. Agreed to keep \$1500 for the budget.

Capital Reserve Fund – agreed to keep at \$30,000 with a note that a warrant article would be requested to reimbursed for school purchases.

School – Does Kevin still need a file server? We are unsure of the current status and if he has one, how are meetings being stored? He will be contacted again.

Library – they would like a TV setup similar to what we installed in the town clerk office. They would make their own slides and be responsible for their own programming. We will follow up and see what they would need and how feasible installation would be.

We need a new computer to be the backup for 2 drives. High RAM with current windows system. We will research details and it is agreed that up to \$1100 will be spent. Agreed.

Procedure book – we have started the book and will continue to add to it. Next on the list to add would be creating slides, scheduling recordings and recording meetings.

Public meetings – it is discussed and agreed that all public meetings will not be edited and will be posted as recorded.

Jen to contact Mallorie regarding Facebook access.

8:00 p.m. Meeting adjourned.