

**CABLE ADVISORY COMMITTEE
MEETING MINUTES**

**Fuller Meadow School Library
Nathan Media Room
143 South Main Street, Middleton, MA 01949
Tuesday, August 6, 2019
7:00 PM**

Present: John Erickson, Paul Pellicelli, Richard Gregorio

Absent: None

Others Present: Town Administrator Andrew Sheehan, Minutes Secretary Judi Stickney

7:00 PM Chair Erickson called the meeting to order at 7:00 PM

7:00 PM **Opening Remarks and Comments from the Public:** There were no comments from the public, as no one was in the audience.

7:01 PM **Approval of Previous Meeting Minutes:** After the Minutes Secretary read aloud the minutes of the October 9, 2018 meeting, the Committee took the following action:

On a **MOTION** made by **Gregorio**, second by **Pellicelli**, the Cable Advisory Committee **VOTED** unanimously to approve the minutes of October 9, 2018, as submitted.

7:03 PM **Discussion on Cable Television Contract Status and Terms:** Town Administrator Andrew Sheehan advised the Committee that he met with Verizon recently and he thinks the contract negotiation will be a quick meeting. There was a brief discussion and speculation on why Verizon will only offer a five-year contract.

7:08 PM **Discussion on Budget, Procurement, Priorities and Personnel for Video Recording of Town Board and Committee Meetings:** Chair Erickson opened a discussion on how to increase the number of meetings that are recorded and how to determine which meetings should be broadcast live and which should be available to view only on demand. Erickson suggested that the Board of Selectmen set a policy on which committee meetings to record. Discussion turned to finding volunteers to help record meetings, with suggestions including high school students, and retired residents looking to be more involved in the Town. Town Administrator Andy Sheehan provided suggestions on which additional meetings might be recorded and a brief discussion ensued. Erickson suggested that the Committee develop a prioritized list of meetings they think should be recorded to submit to the Board of Selectmen. Discussion turned to how to increase the number of meetings recorded without overtaxing the current camera operators. Member Pellicelli offered to contact the library to see if they might have someone willing to learn how to operate the

equipment to record meetings at the library. Further discussion ensued on developing a schedule of meetings to record and how long to retain the videos available on file. Erickson suggested they utilize YouTube as a method for keeping files available indefinitely and putting links to the YouTube videos on the Town's website. Erickson will develop of priority list of meetings to record and send them out to the other committee members to review and comment on. They will plan on attending the Selectmen's meeting when recording additional meetings are on the agenda. If the Board of Selectmen determine that additional meetings are going to be recorded, the committee will then discuss acquiring additional people to attend meetings and operate cameras. Pellicelli will investigate costs of purchasing additional portable cameras.

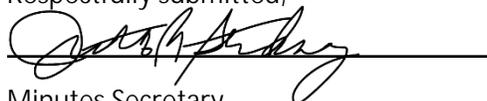
Erickson provided a brief recap of the meeting, which included:

- Pellicelli will get a quote on one set of equipment for videography of a meeting.
- Pellicelli will get information on video file storage and the use of YouTube (or equivalent).
- Erickson will compile a list of boards and committees and set up a spreadsheet with initial pass on priorities.
- Cable Television Advisory Committee group and the Town Administrator will take a pass at setting the priorities for video recording of meetings.
- Town Administrator will check on laws about retention of meeting records.
- Erickson will write a letter to BOS once the information is compiled.

7:57 PM

With no further business, on a **MOTION** made by **Pellicelli**, second by **Gregorio**, the Cable Advisory Committee adjourned at 7:57 PM.

Respectfully submitted,



Minutes Secretary

John Erickson, Chair

Date

Documents either distributed to the Cable Advisory Committee before the meeting in a packet or at the meeting:

1. Agenda: August 6, 2019
2. Minutes: October 9, 2018