

Windham Cable Advisory Board  
Minutes

May 20, 2010

Present: Margaret Case, Chair, Leo Hart Vice Chair, Barbara Coish, Nicole Merrill, Mary Griffin,  
Donna Mauro, Alt (sitting for Alan Shoemaker) Bruce Breton BOS Alt (Sitting for Roger Hohenberger)

Excused: Roger Hohenberger, Alan Shoemaker

Meeting called to order at 7pm

Minutes 3-11-2010

Motion by Barbara to approve minutes of March 11, 2010 second by Donna Vote unanimous.

Financial Report was read and discussed

Coordinator Report was read and discussed. (attached)

Correspondence was discussed

Letter from a concerned resident read to the Board. Chair had called and answered the questions.

Three letters from Comcast read.

Equipment for Windham High School was discussed.

Motion by Leo to approve Barbizon's proposal for lighting, grid & curtain installation. Second by  
Barbara.

Voted Unanimous approved.

Motion by Leo to approve the purchase of furniture, equipment and installation from Access AV in the  
amount of \$7,485.00 second by Barbara. (This was low Quote) Vote Unanimous approved.

Motion by Barbara and seconded by Mary to authorize the chair in conjunction with the Studio  
Coordinator up to \$5,500 for miscellaneous purchase such as wireless microphones, table mics, audio

snake, lavalier mics and headsets for the WHS Studio and to notify the WCAB of the final prices  
Voted Unanimous Approved.

MOU discussed and changes made. Leo will email the board the new document with changes made.  
Next regular Meeting will be September 9, 2010.

Motion to Adjourn by Leo Second by Mary Vote: Unanimous

Meeting Adjourned at 8:55pm

### **Coordinator's Report**

**May 20, 2010**

#### **Shoots:**

**We have covered the following since our March meeting:**

**3 Episodes of Book Beat  
3 Episodes of Time for Animals  
2 special programs – Joel Dube/ CellTower  
Golden Brook Spring Concerts  
STYLES for SMILES**

**We will be covering the Strawberry Festival and the 8<sup>th</sup> grade graduation. I am also working on getting footage of the I-93 project and working with Laura Scott to take a tour of the site with DOT.**

#### **Government Meetings:**

**All meetings were covered and televised LIVE. Also:**

- Cobbett's Pond Informational Meeting held in Town Hall**
- ZBA hearing on the Verizon Cell Tower in Town Hall and at Windham High School.**

#### **Equipment:**

**We have started using Peg Central Video on Demand service and government meetings have been loaded online. They usually load a day or 2 after the meeting. The link to Peg Central can be found on our website WCTV21.com or at wctv.pegcentral.com. We have received great**

**compliments so far and hope to increase the volume and keep the meetings posted. Also, we have launched Total Info which is the 1 yr free trial service provided by Leightronix. It included daily info, traffic, weather, and breaking news. I have it scheduled to play a few mins in-between programming as well as at peak hours in the morning and evening.**

**Other:**

**I have been spending quite a bit of time working with Paul Bencal at Windham High School on the layout of the studio, which included lighting, curtains, equipment, playback etc. We are planning to continue to work together to get the studio up and running for Fall. I have also been working with Marc Cote, the Auditorium Technical Director on a system for taping any government meetings or events held at the auditorium in the High School.**