



## BCTV Committee Minutes

December 2, 2013

### Meeting Coverage

December 3rd, 6:30 PM - Selectmen Meeting	<u>Lisa H.</u>
December 5th, 6:30 PM - Planning Board	<u>Vicky S.</u>
December 17th, 6:30 PM - Selectmen Meeting	<u>Derek</u>
December 19th, 7:00 PM RSU #60 School Board Meeting	<u>Tom &amp; Terri</u>
January 2 <sup>nd</sup> , 6:30PM – Planning Board	
January 2 <sup>nd</sup> , 7PM – School Board Meeting	<u>Tom &amp; Terri</u>
January 7 <sup>th</sup> , 6:30PM – Selectmen Meeting	<u>Terri</u>

Derek asked the Committee if we would like to elect a new Chair. He shared with us that his family and work obligations are taking more time meaning less time for BCTV. Vicky asked if the process of changing chairs was addressed in our rules and regulations. Derek said he did not believe anything was in writing.

Both Vicky and Terri agreed it would be better to wait until we had a few additional Committee Members or until after the New Year. Derek told the Committee he would stay – for now.

### Proposal – December 17<sup>th</sup> BOS meeting

Terri asked the Committee if they had any changes to the proposal. Hearing none, she told the Committee she would like to provide the plan to the Selectmen for the December 17<sup>th</sup> meeting. She then presented several questions that the Committee needed to answer before the presentation.

She told everyone that she had spoken with Patrick and he had the following questions:

#### Who will this person work for?

Committee members all agree that the BCTV Coordinator should work directly for the BCTV Committee. Reasons included: The Committee sets direction, goals and outlines projects. The Committee has a good understanding of what is involved with all aspects of BCTV and the tasks involved. And, the Committee provides the support necessary for success.

Understanding that the Coordinator may, at some point in time, have discourse with the Committee, a venue for grieving a Committee decision should be the Town Manager and/or the Board of Selectmen.

#### How Will They Be Paid?

Salary will be taken from the fees paid by Comcast Cable customers. The current amount in our budget will more than cover a part-time position.

They will be paid an hourly rate of \$20/hour and work 25 hours/week for a total of \$500/week to be paid on either a bi-weekly or monthly basis.

The person will be paid as a Sub-Contractor and be responsible for their own taxes and insurances. Regarding Worker's Compensation, Lisa said anyone employed must have this so the Committee will need to research for more information.

Derek said he would present to the Board of Selectmen if Terri would write it up. Terri agreed and said they both could answer questions if necessary.

### **Branding Items - Logo**

Tom and Terri purchased some different colored shirts and Deb & Duke's knitted on the logo.

### **BCTV Projects**

#### **Completed**

PSA's: Noble 8 Comedy Show / Berwick Art Association /  
RSU SB Meeting 11-24-13

#### **In the Works**

Terri is combining the Fireworks, Sat. night concert, indoor/outdoor vendors, along with the Fireman's Muster and pictures from the TriCentennial.  
Tercentennial Car Show  
Methodist Church puppet show  
Fire Dept. Safety Day  
Land Trust Dedication

### **Budget**

Terri said she had purchased the computer she had emailed them about from Best Buy. She then distributed the spec sheets to each member. It included a desktop computer with touchscreen monitor. The proposal also included a 3T external hard drive, a wireless keyboard and mouse, and a 3 year on-site Geek Squad protection.

Derek and Vicky looked over the paperwork and told Terri the thought this was a good purchase for the price and should work well. Terri told them she had the computer at home to load all the software and set up before bringing down to the Control Room.

Derek sent the Leightronix bill to Lisa - as did Terri.

### **Adjournment**

Next meeting Tuesday, January 14<sup>th</sup>, 2014 6:30pm