



Lisa would like him to review the Franchise Agreement. After speaking with John Goran, he explained that Comcast is supposed to notify the Town about the contract end and begin the process again. In many cases, they forget and this is better for the Town. This allows for an informal adjustment without legal expenses. Lisa wanted to be sure this was on the computer for the new Coordinator.

## **Station Update**

**Coordinator** - Lisa mentioned that the interview went well today. She thought we all seemed impressed with Timothy? He appeared comfortable answering the questions and seemed to know the material. John Goran, the hired consultant from Freeport also seemed to feel Timothy would be an asset to the Town. Lisa said Mr. Goran will send us an invoice for his services which will include mileage and time. Lisa will ask to see when Patrick plans on sending the letter of offer.

Terri thanked Lisa and Brian for their work on this process. While disappointed she was unable to complete the process, she felt the candidate chosen was very qualified.

## **Computer/Equipment**

Terri explained that she had loaded all of the meeting minutes on the computer for the Coordinator. She has also stored all the usernames and passwords for the various sites utilized by BCTV. She wants to make this transition as smooth as it can be.

## **Correspondence**

Terri shared an email she sent to Kim and one she would like to standardize – with the input of the Coordinator – on requests to post PSA's or slides. The letter explains the formats accepted, how to create the script and do a recording, along with information on public access stations.

## **Other**

Lisa asked Terri about the Committee meeting minutes. She asked if we could post anywhere or if we can make copies and put them in a notebook in the Town hall for viewing. Terri said this was possible and she would make sure the latest ones were on the computer.

Lisa then asked about posting our meeting dates. Terri explained that it has been difficult in the past to schedule times due to volunteer schedules. She too believes it would be a good idea to have one date per month – similar to the Selectmen and Planning Board. Brian asked if this was something Timothy could do. Both Lisa and Terri said yes. Terri said she has tried to keep the meeting date opposite any town meetings. Brian suggested we post this information in the office area as well.

Brian then asked if we could do a BCTV sign out front. Similar to the one they have for the Historical Society. Terri said we could put one of the ones we have inside – out front. The information should include how to contact us.

Lisa said she wanted Timothy to also look at all of our forms, Talent Release, Producer, etc. Speaking with John, he mentioned these should be looked at. She wants to be certain that the contract for Producers clearly defines who owns it.

Lisa explained she wants the new Coordinator to understand that he is accountable to the Committee. If he has any questions regarding the running of the station, purchases, events, etc., he needs to come to the Committee for answers. It was also recommended that any purchases include 2 signatures, the Chair and one other Committee member.

Lisa asked if she could step down as Chair - she motioned that Terri Wright be Chair. Brian Cincotta seconded the motion. There was no discussion. The vote was 3-0. Terri accepted.

Terri said she would like the Committee to do an open house – introduce people to the new Coordinator and perhaps hold a small informational session about what a public access station is.

Brian spoke about the Historical Society room. Terri mentioned again, Tom Wright's idea to build display cabinets and place them throughout the Town Hall. Brian liked this idea and mentioned Somersworth has done the same thing. There would need to be a fund raiser and then perhaps we could get townspeople to donate building them.

Lisa said she would like Tim to look at the space and tell us if that is adequate or if we might be better in another location within the Town hall.

Brian asked if the Coordinator would give the BCTV update to the Selectmen each month. Lisa and Terri said no, it should be the Chair. The update would be created by both the Chair and the Coordinator.

Brian asked who would keep track of time for the Coordinator. Terri said she expected the Coordinator to keep his time. It should never be more than 20 but if it can be done in less time, that was fine. Terri explained, the Coordinator will not receive any benefits – healthcare, sick, vacation, retirement, etc. The \$20/hour will be reduced by taxes.

Lisa is still willing to do some selectmen meetings but would prefer to only be on the Committee. Terri said she is still willing to do the PSA's and some of the other things required.

Meeting adjourned at 6:30 pm.

**Next Meeting – Thursday, June 26<sup>th</sup> at 5:30PM**