



**Town of Stow
Local Access Channel Advisory Committee
(LACAC)
380 Great Road
Stow, Massachusetts 01775**



November 19, 2018
LACAC Meeting Minutes

Attending: Bob Glorioso, Lisa Lavina, Lee Pappas, Robert Putnam, Jonathan Daisy, Brian Burke
Also, Army Buckman, Bob Mong

7:02pm call to order

Minutes

Pappas moved, Lavina second, to approve the meeting minutes of October 18, 2018. Approved, Putnam and Lavina abstain

Cable Committee Status

Discussion regarding process to disband the standing Cable Committee and move current members to LACAC as Associate Members. The Cable Committee's original goals have been met, the Committee no longer needs to function outside of LACAC.

Lavina moved, Pappas second, that Jonathan draft a proposal to the Board of Selectmen to disband the Cable Committee and make the remaining members, (Bob Mong and Army Buckman) associate members of the LACAC. Approved unanimously

Drone Purchase

Jonathan presented specs on two drone options. Brief discussion of model options, safety and usage. Glorioso moved to approve buying the DJI Phantom 4 Pro drone, provided there is a use policy drafted, and Jonathan reviews the purchase and policy with the Town Administrator. Burke seconded. Approved unanimously.

Part Time Videographers/Editors

Jonathan proposed hiring part-time videographers to help out during busy taping periods. Budget saving from funds allocated to Jonathan's former position would be used for these hires. Per Town policy, the position needs to be posted before any hires can be made.

Glorioso moved, Burke second, to post the position for videographer assistance. Approved unanimously

Capital Budget Request – HD Upgrade

Research is underway to determine the best system for replacing the HD server in the coming fiscal year. Jonathan presented two proposals under consideration. Lavina moved, and Pappas second, to enter a line item of \$40,000 on the Capital Request Budget for converting the servers to an HD system. Approved unanimously

FY20 Budget

Jonathan reviewed the proposed budget for FY20. Staffing costs are down slightly, operating expenses up slightly. Committee made recommendations regarding clarification of salary/compensation before submitting the budget. Meeting to review the updated numbers is set for December 11.

Activities

Mass Creator Award for Local Access stations. Hale middle school thank you.

Pappas moved, Burke second to adjourn at 8:28pm

submitted by.
Lisa Lavina
LISA LAVINA