**Local Access Channel Advisory Committee Meeting-**

**7 pm – Monday January 13, 2020**

**Attending: Bob Glorioso, Lee Pappas, Lisa Lavina, Brian Burke, Jonathan Daisy, Anne Van Tine, Lew Halprin**

**Meeting Called to order 7:02pm**

**AGENDA**

**Approve Oct 28 Meeting Minutes**

Lavina moved, Brian second to approve the minutes of the October 28, 2019 meeting minutes.

Approved Unanimously

**FY2021 Budget**

Salary levels will remain the same, allowing for a cost of living increase. Staffing levels to remain steady. Student volunteers are active, but Jonathan may consider adding an editor down the line. The line item for the compensation is in the budget.

Equipment needs have been budgeted as well as a line item for streaming, should we move in that direction. Streaming funds are held over from the current (FY2020) budget and will need to be noted when the budget is presented.

Lisa moved, Brian second, to approve the FY2021 budget as presented by Jonathan.

Approved Unanimously

**Capital Projects thru FY2025**

Jonathan discussed the question to him from the Selectmen related to capital projects further out than the FY2021 budget. The Board agrees that projecting further out than FY2021 is difficult pending decisions in the regulation environment and the pace of technology advancements, but Jonathan will give consideration to what might be needed in the next few years to keep pace with aging equipment and improvements to public meeting locations (Center and Hale)

**Computer upgrade/replacement**

The oldest computer (7-year-old Dell) is now proving to be too outmoded to run many software programs and will no longer be supported by Town of Stow IT. Jonathan has determined the appropriate replacement and presented it to the Board. Discussion concluded that a larger SSD drive should be considered before making a final purchase.

Bob moved, Brian second, to approve spending up to $4,500 to replace the expiring Dell.

Approved Unanimously

**Cable License Renewal**

Retaining Bill August to represent the Town in the negotiations needs to be settled soon. Work on the creation of the ascertainment document needs to get started. The ascertainment document from the prior negotiation can be used as a template for the new document.

Timing of the overall process was reviewed to refresh everyone’s understanding. Suggested to notify the Town Administrator that they process is underway, but in the early stages. And, to notify the members of the Cable Committee (Mong and Buchman) that they will be included in the process and invited to pertinent meetings.

Brian moved, Lee second, to approve a $10,000 budget item for legal services related to the contract negotiation process. Approved unanimously

Brian moved, Lee second, to adjourn at 8pm.