

**DURHAM CABLE ACCESS TELEVISION GOVERNANCE COMMITTEE**  
**MEETING MINUTES - MONDAY, MAY 5, 2003**  
**4:00 PM**  
**DURHAM TOWN HALL – COUNCIL CHAMBERS**

Members Present: Paul Gasowski, Clayton Tolson, Peter Eichorn, Pat Samuels  
Also Present: Todd Selig, Town Administrator; Craig Stevens, DCAT  
Coordinator

The meeting was called to order at 4:00 PM.

Todd Selig explained that Frank Windsor was caught in traffic in Concord and had also seen Marjorie Smith caught in the same traffic a few cars away, prohibiting both of them from attending the meeting. Erika Mantz was also unable to attend the meeting due to a family conflict.

Todd Selig informed the Committee that Paul Eichorn had submitted a letter of resignation to the DCAT Committee. The Committee will need to fill his vacancy as well as one additional vacancy.

DCAT Coordinator Craig Stevens provided the following updates:

- RJ Balch, who has been assisting with the cable station operations for the past two years, is graduating from UNH this fall and will therefore be leaving.
- There may be three individuals interested in volunteering to help with the station operations who would be working on a part-time basis for \$10.00 per hour.
- Photographs are being taken of various Durham landmarks that will be used as background wallpaper for the DCAT bulletin board.
- Craig is exploring the idea of sharing equipment with the ORCSD, such as an IMAC computer and cameras. However, before sharing this equipment the Town will need to secure the DCAT room with a locked door for security purposes.
- Steps are currently underway to increase the number of community notices on DCAT. Pat Samuels inquired as to what the Town could do to more widely publicize the availability of DCAT for the community bulletin board.
- Craig is looking into adding music to the DCAT station, possibly from one of the Comcast digital channels that would play 24-hours per day, 7 days per week. It will be important to ensure that the music used is not copyrighted, and that no public commercials are played on Durham's PEG channel.

- The need to do inventory on Town property was discussed. The ORCSD has accomplished its inventory, but the Town has not, to date.

Paul Gasowski said he has developed a series of workshops for Durham residents and ORCSD staff on basic digital video production. This is an 8-hour class on how to use camcorders, plan videos, edit on computers, and produce a quality video for the classroom or community television. Limited enrollment is twelve. The course will be held on Tuesdays and Thursdays this spring.

Todd Selig informed the Committee that the Town was moving forward with a plan to expand the Town Council chambers. He inquired as to whether wall color would in anyway affect the quality of the DCAT broadcast from that room. Paul Gasowski indicated that darker walls made for better productions.

Council representative Pat Samuels indicated that due to Councilor Katie Paine's interest in serving on the DCAT Committee, as well as her own interest in serving on a new Economic Development Committee, she was planning to approach the Town Council to ask that Katie Paine be appointed as the Council representative to the DCAT Committee instead of herself. Committee members were very supportive of Councilor Samuels' decision.

Agenda topics for next meeting:

1. Review of the Port Townsend, Washington policies.
2. Update by Paul Gasowski on the success of the 8-hour basic digital video production workshops.
3. Update on notion of storing High School equipment at the Town Offices.
4. Discussion on best meeting time and date for the DCAT Committee.

Next meeting: Monday, June 2, 2003, 4:00 PM, Town Council Chambers

The meeting adjourned at 5:00 PM.

Respectfully submitted,  
Todd I. Selig, Town Administrator