

**MEETING MINUTES
DCAT GOVERNANCE COMMITTEE
MAY 3, 2004**

MEMBERS PRESENT: Peter Brown, Paul Gasowski, Erika Mantz, Kathleen Kentner, George Kachadorian, Tom Merrick

MEMBERS NOT PRESENT (UNEXCUSED): Clayton Tolson

ALSO PRESENT: Craig Stevens, David Langley

- I. Call to Order:** The meeting was called to order at 4:15 p.m. by Chairperson Peter Brown. Peter introduced David Langley, a new member of the DCAT Governance Committee. He should be approved for committee membership by the Town Council before our next meeting.
- II. Agenda Approval:** Agenda approved with addition of "Additional DCAT documentation added to New Business by Tom.
- III. Election of Officers:** The following were elected by unanimous vote: Peter Brown, chairperson; Tom Merrick, vice chair; Erika Mantz, secretary.
- IV. Minutes** from meeting of April 5, 2004, were approved as submitted.
- V. DCAT Supervisor Report:** Craig Stevens reported that the purchase order for new equipment went out about two weeks ago. He expects it to be delivered and installed around the third week of May. Craig also said he will work with Paul G. to run extra tapes at the high school so Channel 22 is not off-air. He will also put a notice on the bulletin board letting viewers know programming could be interrupted. Richard Gallant is back for the summer and will attend Town Council meetings.
- VI. Reports and Comments of Members:** Paul reported that he has a lot of new programming to air, including a Sports Access piece on wrestling and the first in a series of nine called The Power of One. He expects to make some recommendations about realigning the programming schedule at an upcoming meeting to create balance between meeting coverage and original programming. Peter reminded everyone that Frank Windsor and Katie Paine are no longer members of the committee and should be removed from the e-mail list. Peter also said he left a voice message for Clayton Tolson and mailed her a letter requesting her resignation from the committee. George reported that he started his search for information about what the responsibilities of a producer are and will have a full report for the next meeting.
- VII. Public Comment:** David Langley introduced himself to the committee.
- VIII. Unfinished Business:** None
- IX. New Business**
 - a. Proposed by-laws: Tom presented a proposed by-laws document with comments from Paul Beaudoin, town business manager. Discussion ensued and a few minor changes were made. The by-laws were

unanimously approved by the governance committee. Tom agreed to finalize the document for submission to Town Manager Todd Selig.

- b. Additional DCAT documentation: At the request of Paul G., the committee agreed to find out just how far the committee had gone in the past in revising its documentation. The committee agreed it also needed clarification on what the next steps are in officially adopting the by-laws and any other changes. David Langley suggested that the town charter may require a public hearing, and questioned whether the Town Council should be involved.

X. Next Meeting: June 7, 2004, at 4 p.m.

XI. Meeting was adjourned at 5:35 p.m.