

**Durham Cable Access Television Governance Committee**  
Draft Minutes, Wednesday, August 11, 2010  
Durham Police Station, 7 PM

Present: Erika Mantz, Neil Niman, Craig Stevens, Todd Ziemak, and Dianne Thompson

- I. Call to Order and approval of agenda – The agenda was amended to move the approval of the DCAT policies as the first item and to include Dianne's report to the Town Council as a New Business Item. Neil so moved and Todd seconded. The agenda was approved.
- II. Approval of Minutes from meeting of May 12 – No amendments were suggested and the minutes were approved as written.
- III. Public Concerns – Jennifer Plannery attended the meeting not to bring concerns, but to come as she has expressed interest in serving on DCAT. She has been involved in public access broadcasting in ME and VT. She has submitted her application to the Town Council. We were very happy to have her input and enthusiasm.
- IV. DCAT Supervisor's Report – Craig reported that he is putting together his budget for the next fiscal year. He has been asked to cut the current budget by 3%. He also reported that there have been some technical issues with the High School signal occasionally overriding the town signal, especially after the daily emergency testing system is used. Comcast is working on resolving this.
- V. ORCSD Report: Kathleen was unable to attend, but Dianne reported about Kathleen's work on putting together content for the proposed ORCSD channel. She has been working with school officials and they have expanded her course offerings and also have many ideas for school-related broadcasts.
- VI. Old Business
  - A. Approval of DCAT Policies – Neil Niman moved to adopt the DCAT policies as amended. Erika seconded. The vote was unanimous in support of approval.
  - B. Update on Comcast negotiations and second public hearing on Sept. 21- Chip, Craig, and Dianne are serving along with Todd Selig and Rob Ciandella (the attorney the town has hired) to work on the new franchise agreement. There will be an ascertainment hearing on Sept. 21 (at 7 PM in the Town Council chambers) to determine how well the present contract has been honored by Comcast and to determine future needs of town stakeholders.
- VII. New Business
  - A. Report on Right to Know Workshop – Dianne reported that at the Right-to-Know workshop she attended in June, it was made clear that no business, including approval of minutes, should be conducted by e-mail. E-mail can be used to distribute information or to inform committees and boards about meetings. However, minutes should be distributed as a draft until they are approved during regularly scheduled meetings.

B. Report to the Town Council – Dianne has been asked to make a report at the next Town Council Meeting, Aug. 16.

C. Change in meeting date – It was discussed that the second Wed. of the month seems to be problematic for members. We agreed to try the fourth Wed. of the month. Therefore the next meeting will be Sept. 22. Dianne will see if the Town Council Chambers are available as no other regularly scheduled meetings are held in that slot.

NEXT MEETING DATE: September 22, 7 PM