

Radio Technical Committee

Meeting Notes for May 14, 2008 2:30 pm

Present: John Caswell, John LeGates and Paul Svetz

Also present at the table: Asst. Town Administrator Anita Scheipers

Discussion Points:

1. Propagation Study: Paul Svetz asked if the Town should wait until we receive FAA feedback on the existing tower prior to conducting the new study. It was discussed that it would likely take at least several months before we hear anything definitive from the FAA, and that the study would allow the Committee to manipulate the data from the previous studies to better predict what types or heights of antenna's would work best at the site. It was agreed by all to continue with the study as soon as Broadcast Signal Labs is able.
2. Study Scope of Work: It was agreed that the scope of work for the new study should include the scope written by John Caswell and previously approved by the Committee with the addition of the following items:
 - Measurements shall be taken of the fire and police antenna at each measurement point.
 - The measurement points should include those on the list of known problem sites.
 - A pre-meeting with public safety staff should be conducted to ensure they have feedback into how communications are handled during the test – preferably this meeting should take place during the week of May 26th. John Caswell and Paul Svetz wish to be present; as should be the two chief and Tom Moran if at all possible.
 - The test should be conducted in early June with a proposed date of June 10th by which the study report is received by the Town.

Anita Scheipers will forward this amended scope to Broadcast Signal Labs immediately and request a quick confirmation of the price for the amended scope.

3. Anita Scheipers confirmed that the FAA received the written notice from the Town regarding the current conditions of the tower; as such, the Town is in compliance with the required FAA notification process. The FAA is informed that we will be conducting further study on the tower while we wait for FAA feedback.
4. It was asked that we confirm the deadline by which the Committee needs to report back to the Selectmen and to the ZBA. Anita Scheipers will confirm this date.

5. Anita Scheipers informed the Committee that Ken Bassett has been appointed by the Selectmen through Tim Higgins to conduct the site analysis for recommendations of aesthetic improvements, and will be ready to attend one meeting of the Committee to report his recommendations to the Committee and public.
6. Resident Fred Hopengarten provided a catalog of available antennas for the Committee to use in considering alternate antennas for the tower.
7. The minutes of Feb. 6, 2008, Feb. 28, 2008, April 10, 2008 and April 17, 2008 were approved. These will be added to the website.
8. The date of the next meeting was not confirmed. It is anticipated the meeting will coincide with the pre-study meeting to be held with Broadcast Signal Labs – Date TBD.
9. The meeting adjourned at 3:45pm.