

CAC Meeting 1/21/16

Call to order: 7:45pm

Members here

Terence Lobo

Richard Logan

Steve Davidson - recorded minutes

John Covert

Discussed Terence Lobo's question about PEG fee. He will contact the Verizon rep., with a cc: to the CAC address.

Discussed annual report. Sentence in yellow (my draft) explained: First step is for Acton TV to generate a digital feed, and then to get Comcast and Verizon to accept it. Need to broker an effective meeting between Acton TV and Comcast.

Survey:

I researched survey options, and came up with three: Google Docs-based survey (lowest cost), Survey Gizmo (mid-tier price is a good match to our needs), and Survey Monkey (mid-tier is even better match, and it includes a support option. All three offer analytics tools as well as the option to export the raw data. The latter two's pricing model is on a month or annual basis (Survey Monkey's price is a little better and it includes support). ACTION FOR THE CHAIR: Contact our Board of Selectmen rep. and find out if they can spare \$300. In the meantime, I will experiment with the Google option to see if it will do the job.

In parallel with that, I contacted Town IT Department and they researched what has been done in the town to date with on-line survey: Very little. There has been limited use of Survey Monkey, but "nobody has yet tried to do an online-only, town-wide survey. He provided some additional info on the Recreation Department use of Survey Monkey, and the Planning Department postcard survey with an on-line option.

There was no other business, so we called it a day.

Adjourned: 8:02pm