



TOWN OF NORTON

Norton Cable Access Corp.
(Committee)

MINUTES

Date: 10-21-10 Time: 5:15pm

Location: Norton Cable Access Studio

Members & Staff Present: Gretchen Stalters, Sue Morgado, Victor Rodriguez, Jason Benjamin
Members Not Present: Kathy Zawasky

The meeting was called to order at: 5:15pm

Minutes from the Sept. Meeting were reviewed and Approved.

Meeting Motions / Actions and Summary of Discussions:

Victor Asked to table the Treasurer report from the past month since Treasurer not present. Sue later emailed report to all to view.

Station Manager report:

Jason gave report including hours of what were taped and hours each cable personnel worked.

Insurance for property and liability renewed through Berry Insurance.

New Show "MystreamTV" discussed.

Old business:

- ***Filing for the State completed and check is to be sent in by Gretchen.***
- ***Station Emergency Coverage plan with contact numbers are to be provided to Town Manager and Cable Board by Jason within the week. Jason will rewrite the responsibility chart he wrote up 2 months ago to make it easier to understand for all.***
- ***Additional cameramen- Jason had not f/u with this but will do so to have an extra person to be available for weekends –esp when Town Anniversary events are going on.***
- ***Victor gave Jason an Employee Personnel Data Sheet to have filled out for his employees Jason will put on hard drive and googledocs. So we can all have access to it if we need to contact anyone.***
- ***Jason needs to give us his job description he made up a few months ago, he will put on googledocs also. We will want to make some changes to this in the future.***
- ***New Station Location update: Sue spoke with Wheaton rep. John Sullivan and they are bringing our letter of intent up to the Board for more discussion to hire an architect and get more pring info.***
- ***Norton Sports/TV Club update- Victor has spoken to Mr. Dewar and teachers at the NHS regarding TV media club. Currently there were not enough kid to technically form a club (10 needed), NMS also has no club and they are not able to even have the students do the morning announcements occasionally. Gretchen spoke to Mr. Kramer and Mr. O'Rourke about this. Seems to be some teacher contract issues as well as issues with making this a "club" where kids would have to pay and there would need to be 10 in order to have a teacher do it . Victor is going to meet with Dr. Ansay to discuss these issues esp. since NCAC paid for the studio to be made at the NMS.***
- ***The Robotics camera costs about \$16,000. If a press box and new bleachers were built it would cost \$168,000. This figure for our Corp is too high at this time to fund. Victor did make a***

motion to purchase 3 robotic cameras for a total cost of up to \$16,000 pending permission from the Superintendent and School Committee. Gretchen seconded and all in favor.

- *The 3 cameras would be mounted on lights on the football field and make it easier to tape events outside. Even if the Studio moved in the future we would need to have the equipment in a small space in the high school. We expect this won't be a problem.*

New Business:

- *Update of contact numbers Jason gave us his correct new cell number to add to our contact sheet. Kathy Z to update this and send out.*
- *Past Selectmen's meeting issues discussed with Jason (outage from Comcast at a Sept. meeting)g but no one could contact Jason and were not aware it was not Jason's responsibility to contact Comcast if this happened.*

Jason was advised again of the importance of good communication for issues such as this. They should have been contacted the next day when he found out. Jason did take care of the problem with Comcast and it was fixed the next day but did not call anyone at Town Hall. Sun Chronicle article not favorable in the paper. Jason is to discuss and provide a "phone tree" so that Charlene and Manager know who/when to contact someone regarding cable issues.

- *Web page improvements/updates- Board made suggestions to Jason to improve/change some things on website.*
- *Board discussed new position of an "Operations Manager" or the like position with Jason. This would be helpful to the studio and allow for some improvements in what is hindering the operations of the station and free up time for Jason to work on technical/creative issues as well as plans for the new studio. Ideas of what the position would entail and hours were discussed. Work to be continued on this possible position.*
- *Review of 6th month Manager Review- Victor showed us a sample of a Performance Evaluation which the Board all liked. Victor made a motion to have the Station Director Performance evaluation done in Dec and June. Gretchen seconded the motion and all were in favor.*

- *Next meeting Tuesday Nov 23 5pm*
- *Motion to adjourn by Gretchen seconded by Sue*
- *Meeting adjourned at 7:30pm*

List of Documents and Other Exhibits used at Meeting:

- **Station Managers Report**
- **Treasurers report**
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Respectfully submitted,

Signatures:

Gretchen Stalters, Norton Cable Access Secretary