



# TOWN OF NORTON

Norton Cable Access Corp.  
(Committee)

## MINUTES

Date: 2-10-11- Time: 3:30pm

Location: Norton Cable Access Studio

Members & Staff Present: Gretchen Stalters, Sue Morgado, Jason Benjamin, Kathy Zawasky, Victor Rodriguez

**The meeting was called to order at: 3:30pm**

Minutes from the Dec. 2010 Meeting were reviewed and Approved.  
Treasurer's report reviewed and approved. Cash position Balance is \$310,051.19

*Meeting Motions / Actions and Summary of Discussions:*

### **Station Manager report:**

**(See attached report from Manager)**

- **Ryan Kelly who worked for Norton Cable died unexpectedly this past week. Victor suggested to make a \$50 donation to the Ryan Kelly Memorial Fund. Gretchen seconded and Board approved. Jason will attend the funeral**
- **Gretchen to speak to Michael Kramer at NMS to suggest he run a TV production class for the Summer Splash cam program the Norton Public Schools are running. Equipment purchased by Cable will be in place by then and would be a great experience for the students of Norton**
- **Jason got a request form Richard Townsend who is involved with the Senior Center about there being no television (was stolen?) and no cable for the seniors to watch local cable. He is inquiring to see if Norton Cable to pay for this.**
- **Gretchen will call Joan Decosta who is also involved. She has an old tv she is willing to donate. She will get more details about what they are looking for. (Gretchen did speak to Joan after the meeting and they already got a tv and she is not aware that they do not have the cable. She thinks they are all set. Gretchen asked Jason to speak to Richard to get details from him about the matter)**
- **Norton resident Aimee Rolf who currently does "The Wrap" show is interested in joining the Board. Jason told her to write a letter of intent to the Selectmen and she could come to our next meeting.**
- **Town Meeting in May/June- Multi room set up needed for next meeting due to school vote and large turnout. Jason to speak to Selectmen about splitting the cost of the rental equipment (expect the cost will be about \$6000. Cable will agree to pay 50% of the costs. Victor made a motion for Cable to pay up to 50% of the cost and the Town 50-%. Gretchen seconded and Board agreed.**
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### **Old business:**

- **Jason switched to Sprint which is to start March 1, 2011. Verizon is to give him money back since Jason was not aware of a second phone line we were paying for.**



- *New Station location: Wheaton Board of Trustees met in Dec. 2010 and discussed proposed site. 2 estimates were given for the feasibility study and the Board decided to go with the \$7000 study by "Richard White & Sons" who is presently doing work on the Science Building. Once we accept the lease building will start and maybe be done in a year.*
- *Victor made a motion to pay \$3000 ( an additional \$1000) towards the feasibility study at Wheaton College location. Gretchen seconded and all approved.*

**New Business:**

- *Jason evaluation- Sue has still not done this, Victor to complete and make final evaluation and give to Jason himself. He will send us the evaluation to review.*

**Job Description: Victor reviewed Jason's job description**

- *Kathy to talk to Accountant about a new p/t position- should it be a 1099 position or a studio employee position*
- *Cash card- \$500 in account was going to be put into account that can be used online – www.netspend.com- Victor has used this type of account and finds it very easy. Jason will then give us a monthly report of any money that has been used on the account to pay for some items he would need a credit card for. (QSP bill, Kaltura and AQhost bills)*
- *After the meeting Kathy emailed the Board that she got a cash card from the Nort Easton Savings Bank our account is at so this will be used instead of the Netspend cash card.*

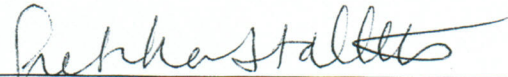
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- *Next meeting March 17, 2011 1pm at Norton Cable Studio*
- *Motion to adjourn by Gretchen seconded by Sue*
- *Meeting adjourned at 5pm*

**List of Documents and Other Exhibits used at Meeting:**

- **Station Managers Report**
- **Treasurers report**
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Minutes Approved by Committee on : 3/17/11  
Respectfully submitted,

**Signatures:**

  
Gretchen Stalters, Norton Cable Access Secretary

  
Victor Rodriguez , Norton Cable Chairman