



# TOWN OF NORTON

Norton Cable Access Corp.  
(Committee)

## MINUTES

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NORTON TOWN CLERK  
2011 JUN 17 A 9:55

Date: 3-17-11- Time: 1:00pm

Location: Norton Cable Access Studio

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

**The meeting was called to order at: 1pm**

Minutes from the Feb 2011 Meeting were reviewed and Approved.

Treasurer's report reviewed and approved. Cash position Balance is \$286,196.41

AQ Host fee of \$113.98 should be voided since Jason paid this with the new Visa Card online.

### *Meeting Motions / Actions and Summary of Discussions:*

#### ***Station Manager report:***

##### ***Taping and Rental equipment for Town Meetings:***

Board reviewed past proposal of paying for 50% of the costs. Jason explained there may be 2 days needed for the equipment which could run \$6000 each day.

Sue motioned that the Norton Cable pay 75% of the cost for the 2 days of Video Rental for Town Meeting in June if needed. Gretchen seconded and all approved.

Town Clerk says that since there is no line item to pay for this town would need to put an article at the Town Meeting to ask for money to pay for this.

Gretchen suggested that Board invite new Town Manager to our next meeting to discuss this meeting and our role in providing payment for video services. We can also review what Norton Cable has provided for the town in the past.

NMS video Center: Gretchen read an email Michael Kramer sent her with updated info on the new video equipment and projects the students/teachers are doing. He would like to come to a meeting soon to let us know how all is going. Almost all equipment is in and working out well. Teachers and students happy with progress.

Cleaning studio: Jason has someone new to clean and will cost \$100/mo. They will come twice/mo. He discussed proposal made by someone who does "The Wrap" show to do a show on a "Bathroom Makeover" and use the studio bathroom. Board asked that except for paint we should not spend any money for this. The interior designer can make a proposal of what she wants to do and the expected costs. She can bring in items to decorate if she likes and put them in bathroom "on loan."

#### ***Old business:***

Equipment in NMS- Gretchen received an email from Dr. Ansay inquiring about this. She explained that back in June of 2010 the Board transferred money to the unrestricted gift account to purchase equipment for NHS studio. This project was overseen by Lynn Wiegel. Gretchen said Dr. Ansay was to speak to Paul Driscoll to see if everything was set up.

New Station Location update: Architects conducting study at Wheaton now and Sue should hear

Review Station Director eval: on hold for today since Victor not here.

Asst. Position- Accountant says we should hire a person as an employee of the station not a 1099 position.  
We need to make up a contract with the job description.

***New Business:***

Gretchen to invite Town Manager to next meeting.

Danielle Sicard- Town Clerk spoke to Gretchen and notified the Board to review a request to purchase laptops for the Town to be able to use for Town Meetings. (See attached proposal)

Board discussed this.

An idea for Town Clerk to consider:

Rent laptops (\$25-\$35/day) if this is safe to do

Offer voters to register earlier in the day and get hand stamped to alleviate long lines before the meeting.

Board did not feel the money requested and what its purpose for was best use of their money.

After this discussion Board offered to pay 75% **INSTEAD** of the previous offering of 50% to pay for Rental Equipment for Sound/Visuals for Town Meetings in June.

Entire Board agreed.

Gretchen is to call Danielle to let her know.

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- ***Next meeting April 7 2011 1pm at Norton Cable Studio***
- ***Motion to adjourn by Gretchen seconded by Sue***
  
- ***Meeting adjourned at 2:20 pm***

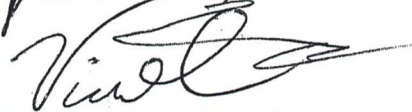
**List of Documents and Other Exhibits used at Meeting:**

- **Station Managers Report**
- **Treasurers report**
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Minutes Approved by Committee on : 4/7/11  
Respectfully submitted,

**Signatures:**

  
Gretchen Stalters, Norton Cable Access Secretary

  
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Victor Rodriguez , Norton Cable Chairman