



TOWN OF NORTON

Norton Cable Access Corp.
(Committee)

MINUTES

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Date: 11-7-11- Time: 1:20pm

Location: Norton Cable Access Studio

Members & Staff Present: Gretchen Stalters, Victor Rodriguez, Sue Morgado, Jason Benjamin
Kathy Zawasky, Ray Cord, Charlene Fisk (2 recently appointed members)
Guest: Lee Parker, Head Librarian

The meeting was called to order at: 1:20 pm

2 new members appointed by Board of Selectmen- Charlene Fisk and Ray Cord introduced themselves to the Board and discussed their background and interest in joining the Board.

Guest Lee Parker present to present a report about the Library and asking for consideration of grant money NCAC intends to award in the future.

She discussed the great need for new and additional computer technology in the Norton Public Library since they have very limited funds. Presented a "wish list" of what they would like to ask for when the time comes for NCAC to award Community grant money.

Board received detailed information of requests and will discuss at next meeting.

Minutes from the October meeting were reviewed and approved by Board.

Treasurer's report-Kathy reported final cash position is \$272,963.19. Our quarterly Comcast check just came in \$70,196.94 On the budget spreadsheet the Community Fund number on the report is not accurate and does not reflect cost of equipment we have already spent on items this year. Kathy to correct this. A reminder that we decided that 10% of what we have available to spend will be in our Community Grant Fund. Deadline for grant applications will be Dec.2 and June 1st of each year. Satin Manager will be publicizing this via newspapers, NCAC website and Norton Patch. HE made a grant application form already which was similar to other Cable station grant apps.

Treasurer's report approved.

Meeting Motions / Actions and Summary of Discussions:

Station Manager report (see attached)

Sue brought up that we should all thank Jason and his staff for doing a great job with the Norton High School Press Box. Board agreed it looks great.

Phone- Gretchen made a motion for Victor to reimburse Jason for the \$40/mo phone Jason now has which can be used to reach him any time he is not in the studio. This is being put on Victor's personal bill due to it being significantly cheaper than purchasing a phone for a "business line". Sue seconded and Board approved.

Discussed the 3-G wireless Hub purchase. Sue made a motion to purchase the 3 G Hub that the Town of Norton has purchased. Victor made a second to motion and all Board approved.

Old business:

Networking proposal for Fiber project- Jason discussed again that we cannot broadcast live from any location in Town besides Town Bldg We need to have a tie in to ridoe those 2 parallel networks The

Board agreed that this was important at least NCAC could use it. The Town and schools can decide who will be in charge of their use.

Gretchen made motion to spend up to \$9000 to purchase the Layer 3 Router Switch. Charlene seconded. Entire Board approved. Jason to get a new quote on this and order.

Station update from Wheaton- no new news.

Captivate training software purchased. Training being done Nov. 17, 2011 for Emergency Management people and NCAC.

New Business:

Potential Board member – Jason to speak with Aimee Kolf who has kids in Norton schools and currently does a TV talk show at the studio. We need a school liaison to replace Gretchen.

Next month we need to discuss yearly goals and Annual report to be filed for Town by Jason.

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- *Next meeting Dec. 5, 2011 4pm at Norton Cable Studio*
- *Motion to adjourn by Gretchen seconded by Sue*
- *Meeting adjourned at 3:00 pm*

List of Documents and Other Exhibits used at Meeting:

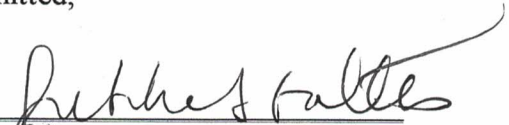
- **Station Managers Report**
- **Treasurers report**
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Minutes Approved by Committee on: _____

12/5/11

Respectfully submitted,

Signatures:



Gretchen Stalters, Norton Cable Access Secretary



Victor Rodriguez, Norton Cable Chairman