



# TOWN OF NORTON

## Norton Cable Access Corporation

### MINUTES

Date: February 27, 2012 Time: 12:30

Location: Norton Cable Access Studio – 66 W Main St

Members & Staff Present: Sue Morgado, Kathy Ebert-Zawasky, Charlene Fisk, Ray Cord, Paul Driscoll, Aimee Kolf

Members Not Present: Victor Rodriguez, (attended via phone)

Guests – Christopher Olsen, Broker for 184 West Main St., Dr. Brian

The meeting was called to order at: 12:38 pm.

Mr. Olsen and Dr. Brian were in attendance to answer any questions the board had regarding the revised lease options for the new cable studio site. The board emphasized the square footage are be roughly 3,000 square feet. Other items and questions discussed were construction allowances, common area costs, generator costs, trash and maintenance, entrance options, and signage options including use of the roadside electronic sign.

*Meeting Motions / Actions and Summary of Discussions:*

#### **Meeting Minutes**

Acceptance of January meeting minutes tabled until next months meeting.

#### **Treasurer's Report**

Treasurer's Report was reviewed and approved by the Board.

Cash position balance is \$279,314.21.

The Board reviewed the monthly charges.

Kathy Zawasky stated Dave did not remove the \$13,000.00 from the community grant; it was listed as other expenses.

Motion made by Ray Cord and seconded by Sue Morgado to accept the Treasurer's report.

Motion approved unanimously.

#### **Station Manager's Report (see attached report)**

Items in the report:

- Event Coverage Summary

- Head-End Preparation for Move Planning

- Town Hall Sound Update

- New Studio Location – Q&A

### Town Hall Sound Update

Jason stated the sound issue in the Meeting Room at Town Hall has been corrected, and at a cost considerably less than originally anticipated.

### Head-End Preparation for Move Planning

Jason has identified a list of items that will need to be addressed prior to the move to the new studio including the head-end work Comcast need to address and complete prior to the move. Also included in the prep work discussion was the purchase of 15 IMac computers for the new training room.

Due to the school construction and new studio construction time frame issues, Jason discussed the need for a temporary studio location until the move could be completed. The library community room would not be a suitable location. Other locations mentioned were Mansfield Cable Access and/or Attleboro DoubleACS.

A self storage, climate controlled space will need to be acquired for the old and new equipment until such time it can be installed in the new studio space.

### New Business

Sue Morgado suggested Kathy should talk to Dave Pinheiro bout a budget for the move. The board thought this was a prudent idea, Kathy will talk to Dave.

Victor Rodriguez made a motion to accept the eight year lease proposal for 3,000 sq feet of space for a new Cable Access Studio located at 184 West Main St., to commence July 1, 2012. Motion was seconded by Sue Morgado. Motion passed unanimously, without discussion.

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

- **Station Managers Report**
- **Treasurers Report**

**Next meeting – Friday, March 16, 2012 at 1:30pm. Cable Access Studio.**

Motion to adjourn by Kathy Ebert-Zawasky. Second by Sue Morgado.

**Meeting was adjourned at 2:23 pm.**