



# **TOWN OF NORTON**

## **Norton Cable Access Corporation**

### **MINUTES**

Date: April 27, 2012

Time: 12:30 PM

Location: Norton Cable Access Studio – 66 W Main St

Members & Staff Present: Victor Rodriguez, Sue Morgado, Charlene Fisk, Paul Driscoll,  
Aimee Kolf, Jason Benjamin

Members Not Present: Kathy Ebert-Zawasky, Ray Cord

The meeting called to order at 12:37 PM

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

March meeting minutes reviewed with no adjustments by the entire Board.  
Motion made by Sue Morgado to accept March meeting minutes as written.  
Motion seconded by Paul Driscoll.  
Motion approved unanimously with no discussion.

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

Treasurer's Report reviewed and approved by the Board.  
Cash position balance is \$308,690.09.  
The Board reviewed the monthly charges. Question regarding Clear Sound payment. Jason reported this was for work performed at the Town Hall to fix the sound issue with the broadcasts.

Motion made by Charlene Fisk and seconded by Sue Morgado to accept the Treasurer's report.  
Motion approved unanimously with further discussion.

#### **Station Manager's Report**

Items in the report:

- Event Coverage Summary
- New Location Updates
- Emergency Regional Meeting
- Town Meeting
- Wheaton Sports Coverage
- Municipal Meeting Coverage Update

#### **New Location Updates**

Jason reports the rehabilitation of the building at 184 West Main St has begun. Our temporary location will be the Dei Cura building located in the same plaza (the old Crazy Bagel site). Jason has not started looking for furniture or other items yet. The mini-warehouse has been emptied out. The

school has requested to take over the lease payments to keep the mini-warehouse at its current location. The current plan is to be moved out of the current studio location by the second week of May. The check for the first and last month's lease costs at the new location was recently sent out. Regarding the Hub, when Comcast disconnects this for the relocation to the new site, we will lose everything

### **Emergency Regional Meeting**

Jason met with the area cable directors at Double ACS to discuss plans to integrate into the AREAS emergency alert system. They are planning a drill sometime next month. Jason would like Norton Public Safety personnel involved so we would be prepared to respond to any future emergencies.

### **Town Meeting**

There is still some confusion among the Board of Selectmen and our inability to live broadcast the town meeting from the Middle School. The meeting will be taped and broadcast the following day. During this transitional period, to attempt to move the Comcast hub twice to accommodate this one meeting would cost tens of thousands of dollars. For the past three years, it has been board policy not to broadcast town meetings live to encourage attendance and participation at town meeting.

### **Wheaton Sports**

Jason reported that at the request of Wheaton's President and the Board of Selectmen, the coverage of Wheaton athletic events has been greatly expanded. Baseball and Lacrosse games are now being taped and are available on Channel 15 and via the Norton Cable website.

### **Municipal Meeting Coverage – Update**

Norton Cable has purchased two new field cameras and a Dropbox Pro account, which allow municipal meetings to air twice as fast as before. This allows cable subscribers to see more meetings in a shorter period, and is more current to the actual date of the meeting.

### **New Business**

#### **Selectmen meeting issue**

Victor is speaking to Selectmen Kimball today regarding the meeting/discussion with the Selectmen. He will let us know the outcome.

#### **Reproduction**

Currently we do not have the ability to do this. Recently the Selectmen expressed a desire for the Norton 300 DVD. When the new studio is complete, we will have room for a library. Victor would like to have a DVD duplicator and make it available to the public. They can request use of the facility for a fee, providing the person requesting use of the duplicator provide their own DVD's for duplicating.

Victor made a motion to increase 2500 for purchase of the duplicator. Amy seconded the motion. Motion passed unanimously without further discussion.

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

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

Motion to adjourn made by Sue Morgado. Seconded by Paul Driscoll.

Meeting adjourned at 1:38 PM.

The next meeting is tentatively scheduled for Tuesday, May 29th at 12:30 pm at the temporary Norton Cable Studio located at the Dei Cura building in the Norton Crossing Plaza – 184 West Main St.

Minutes Approved by Committee on: \_\_\_\_\_.

Respectfully submitted,

***Signatures:***

Secretary \_\_\_\_\_  
Charlene A. Fisk, Norton Cable Access Corp.

Chairperson \_\_\_\_\_  
Victor Rodriguez, Norton Cable Access Corp.