



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: June 22, 2012 Time: 10:00 AM

Location: Norton Cable Access Temporary Studio
Norton Crossing 184 West Main St.

Members & Staff Present: Kathy Ebert-Zawasky, Ray Cord, Charlene Fisk, Jason Benjamin

Members Not Present: Victor Rodriguez, Sue Morgado, Paul Driscoll, Aimee Kolf

The meeting called to order at 10:10 AM

Meeting Motions / Actions and Summary of Discussions:

Review of April meeting minutes.

Motion made by Ray Cord to postpone review and acceptance of the April Minutes until the July meeting.

Motion seconded by Charlene Fisk.

Motion approved unanimously with no discussion.

Treasurer's Report

Review of Treasurer's Report submitted for April and May tabled until July meeting.

Station Manager's Report

Items in the report:

- Event Coverage Summary
- Move Updates
- Comcast Fiber Move Update
- Quarterly Check
- New Show
- NYBS

New Location Updates

Jason reports the following items completed for the transition to the temporary cable studio:

- Gray Mini Warehouse at the old studio emptied and turned over to the High School.
- Moving trailer located at the temporary studio as of last Friday.
- Cable, telephone and electricity transferred to the temporary studio location.
- Lease for temporary studio location in effect until the end of September 2012.
- New Cable Studio sign for building and street sign installed.
- Temporary studio and common areas painted to remove the wall murals left by the previous tenant.

- Play structure in the common area dismantled and removed.
- Rugs cleaned to eliminate odors.
- 42' Flat panel display mounted on the wall for channel viewing and studio show switching.
- ADT security system installed.
- Eight person conference table ordered –estimated delivery 6/30/12.
- Twelve 27" iMac computers ordered lab to host workshops and Continuing Ed. Delivery anticipated for the first week of July.

Comcast Fiber Move Update

Jason has been in contact with the Comcast government liaison to coordinate the fiber move. This will occur over the next eight weeks and involve relocating the fiber from the High School for all three cable channels and the line from the Town Hall to the cable studio. The second phase involving fiber installer CommTract will be scheduled for a later date. The fiber hub cannot be installed until we have an occupancy permit for the renovated space. The building owner states that we are on track for a move-in date of the first week of September.

Quarterly Comcast Check

Jason reports he recently received the quarterly check for \$72,000.

New Show

Since moving into the temporary studio space, several green screen switched multi-camera shows are being filmed including the new show, the Norton Chronicle. Jason and Andrew Samel produce the show in house. This new show will feature segments for community interviews, human-interest documentary, local business and a weekly news summary. Jason hopes to have this show produced on a regular basis to generate interest and more interaction with the community.

NYBS

Local sports coverage has been greatly expanded, and two sports announcers have been added to provide play-by-play coverage for the games. NYBS has requested to add multi-camera coverage of the games. To accomplish this request, improvement to the field infrastructure (electrical wiring, trenching of video and audio lines, and permanent scaffolding) would need to be completed. The estimated cost for the improvements to the Burchill field would be similar to the improvements to the Norton High School field last year.

Presentation to Treasurer

The board members in attendance presented outgoing treasurer Kathy Ebert-Zawasky with a card and gift certificate and thanked for her service to Norton Cable Access.

List of Documents and Other Exhibits used at Meeting:

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

Motion to adjourn by Charlene Fisk. Seconded by Ray Cord.

Meeting adjourned at 10:42.

The next meeting is tentatively scheduled for the end of July at the temporary Norton Cable Studio exact date and time to be determined.

Minutes Approved by Committee on: _____.

Respectfully submitted,

Signatures:

Secretary _____
Charlene A. Fisk, Norton Cable Access Corp.

Chairperson _____
Victor Rodriguez, Norton Cable Access Corp.