



TOWN OF NORTON
Norton Cable Access Corporation
MINUTES

Date: July 27, 2012 Time: 12.30 PM

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

Members & Staff Present: Sue Morgado, Ray Cord, Charlene Fisk, Jason Benjamin, Paul Driscoll, and Victor Rodriguez (via phone)

Members Not Present:

The meeting called to order at 12:44 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of April and June Meeting Minutes

Motion – Ray Cord made a motion to approve the meeting minutes from April and June. Charlene Fisk seconded the motion.

Motion approved unanimously with no discussion.

Treasurer's Report

A two-month Treasurer's Report for May and June was available for the boards review.

Motion - Sue Morgado made a motion approve the Treasurer's Report for April and May. Motion seconded by Paul Driscoll.

Motion approved unanimously with no discussion.

Station Manager's Report

Items in the report:

- Event Coverage Summary
- Cal Ripkin Tournament
- Move Update
- Comcast Update
- High School Construction Update
- Norton Chronicle
- Summer Film Camp

Cal Ripken Tournament

Cal Ripken Tournament will be covered from August 3 to August 6. In order to provide appropriate coverage for this event, a boom lift was rented for the week at a cost of \$1100.00

Move Updates

Jason reports the following updates to temporary cable studio:

- The computer lab has been set up that consists of 12 – iMac 27” workstations.
- Twelve task chairs for the lab are ordered and due in sometime today.
- The permit process for the new space renovation is now a month behind, still awaiting Planning Board approval.
- Specs are out for the 10kw natural gas generator to the contractor.
- The electrical fixtures, flooring, paint and finish details are being worked on with the architect and should be finalized by the end of next week.
- We will have to vacate the current temporary location by the end of August. We will have to relocate to another available space upstairs until our final space is complete.

Comcast Update

- The Comcast subcontractor has been working on the two fiber runs for the building. They are almost complete with the line from the Town Hall. This should be finished by early next week.
- The second phase will be the installation of the hardware in the new head-on.

High School Construction Update

- Asbestos remediation began this past Monday in the wing adjacent to the old studio.
- Jason will not have access to the switch in the old studio to make schedule changes until next week.
- The playback system is currently down for all channels. It will be operational as soon as the area re-opens.

Norton Chronicle

- Our new flagship weekly news magazine broadcast is in its fifth episode.
- The intern, who has been hosting this, Andrew Samel, has announced that he will be taking a full time position in New Hampshire, so Jason is seeking a new anchor for the show.
- Jason will continue to shoot the Chronicle in the interim, until a new host is found.

Summer Film Camp

- With the arrival of the new Mac lab, Cable Access will run a Summer Film Camp from August 9th to August 12th.
- The camp will host 15 people who will receive hands on experience in professional lighting techniques, film editing, and how to use DSLR cameras to produce video.

Nomination of New Treasurer

Motion – Sue Morgado made a motion to nominate Ray Cord as the board’s new treasurer. Charlene Fisk seconded the motion.

Motion passed unanimously without discussion.

Ray and Victor will arrange to get to North Easton Savings Bank to sign new signature cards for the checking account.

Other Business

Charlene suggested that Victor write an email to the Selectmen/Town Manager regarding the situation with the Planning Board permit status and the station outage due to the High School renovations and asbestos remediation.

There is an issue with the parking lot – not enough spaces.

There are two open positions on the board. Kathleen Ebert-Zawasky (town) and Aimee Kolf (school)

There is a concern over the new computer lab being visible from the parking lot. Jason stated the building is alarmed so we have insurance on the equipment in the event there is an issue.

The board was asked to think of suggestions on the final colors for the final studio area.

Our next meeting is scheduled for August 29th at 10:00AM.

With no further business before the board, Sue Morgado made a motion to adjourn. Ray Cord seconded the motion.

Meeting adjourned at 1:17PM

List of Documents and Other Exhibits used at Meeting:

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

Minutes Approved by Committee on: _____.

Respectfully submitted,

Signatures:

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

Chairperson _____
Victor Rodriguez, Norton Cable Access Corp.