



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: September 29, 2012 Time: 10:00 AM

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

Members Not Present: Victor Rodriguez

The meeting called to order at 10:08 AM.

Meeting Motions / Actions and Summary of Discussions:

Review of July Meeting Minutes

The July meeting minutes were distributed to the Board prior to today's meeting.

Motion – To approve the July meeting minutes.

Motion made by Sue Morgado.

Paul Driscoll seconded the motion.

Motion approved unanimously without discussion.

Treasurer's Report

Treasurers Reports were not available at the time of the meeting. Ray Cord needs Victor to complete the transition to Treasurer with North Easton Savings Bank. Jason also needs his debit card reloaded.

Station Manager's Report

Items in the report:

- Event Coverage Summary
- Studio Construction Update
- Fiber WAN Update
- NHS Press Box / Athletics Update
- Community Documentaries / New Stringer
- Comcast Quarterly Check
- Town Hall Equipment Request

Studio Construction Update

Jason spoke with the building owner who informed Jason the new electrical room would now be located on the second floor. This change will reduce the current planned layout by 300 sq. /ft. This will result in a loss of storage space for us. Some of the other concerns with the new electrical room location are:

- noise in the studio
- RF interference
- limited access to the head end
- egress to the electrical room
- no access through the studio
- relocation of door to the head end.

Jason will speak with the owner and contractor to get answers and report at our next meeting.

Fiber WAN Update

Jason has received two quotes from Comm-Tract for a 12 strand, point-to-point, fiber connection from the Middle School to the cable studio head end. The total cost for installation is \$13,368.00. The Middle School hub and the Town Hall hub are mirror images. Comm-Tract will run the fiber and leave extra. Cost for hardware required after installation is approximately \$4000.00. This installation will be completely separate from the school LAN; therefore, it will not interfere with the school's bandwidth needs. This installation will also allow a live broadcast of the Annual Town Meeting scheduled for October 29, 2012.

MOTION –To accept the two Comm-Tract proposals for hardware and software, and to install a 12 strand, point-to-point fiber connection from the Middle School to the cable studio head end.

**Motion made by Sue Morgado
Seconded by Paul Driscoll**

Motion carried unanimously, without discussion.

NHS Press Box / Athletics Update

Jason reported that he rebuilt the mobile studio at the high school press box two weeks ago in preparation to cover the first home game of the season. The robotic cameras worked flawlessly and the Tricaster switcher allowed for the addition of scoring graphics.

Jason has also added two new announcers to call the games and they will cover every home game this season.

Community Documentaries / New Stringer

Jason announced the addition of a new stringer, Brian Procopio, who will tape daytime community events. Brian is a resident of Norton who formerly worked for the Boston Bruins as a videographer. Jason and Brian will also continue producing the short documentaries for the Norton Chronicle.

Jason also reported that Emily's Garden wants to air some of her videos on our website. Emily is from Attleboro Double ACS.

Comcast Quarterly Check

Jason stated we have received the quarterly funding check two weeks ago.

Town Hall Equipment Request

Town Manager Michael Yunits informed Jason there is an article in the October Annual Town Meeting for renovation of the Selectmen's Room at the Town Hall. Mr. Yunits has requested we change the current camera configuration to add three ceiling mounted robotic cameras and relocate the current switching desk to another area to free up space.

Jason has investigated this and found the cost for a camera system update is \$10,000.00 and would ship complete. Jason informed Mr. Yunits he would bring this proposal before our board for approval.

Sue asked why the additional camera cost could not be added to the cost of the renovations.

Old Business

Sue asked Jason about the Summer Film Camp in the new Mac lab. Jason replied that the camp did not run. There were not enough interested persons signed up to run the camp.

Sue suggested that once our new studio is complete, to have a Grand Re-Opening to show off the new facility and to inform everyone what is available.

New Business

Community Grant

The Community Grant is now open. The closing date for submission of grant applications is December 15, 2012. The application process remains the same as last year. Jason stated there is a press release regarding the announcement of the Community Grant.

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

Meeting adjourned at 11:12AM

List of Documents and Other Exhibits used at Meeting:

- **Station Managers Report**

Minutes Approved by Committee on: _____.

Respectfully submitted,

Signatures:

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

Chairperson _____
Victor Rodriguez, Norton Cable Access Corp.