



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: November 30, 2012 Time: 12:00 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

Members Not Present: Victor Rodriguez

The meeting called to order at 12:19 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of September Meeting Minutes

The entire Board reviewed the September meeting minutes. There were no adjustments or discussion by the Board.

Note: There are no October minutes to review – no October meeting was held due to Hurricane Sandy.

Motion made by Sue Morgado to accept September meeting minutes as written.

Motion seconded by Paul Driscoll.

Motion approved unanimously.

Treasurer's Report

September and October Treasurer's Reports reviewed and approved by the Board.

Cash position balance as of October 31, 2012 is \$284,933.43.

Motion was made by Sue Morgado accept the Treasurer's reports.

Motion seconded by Paul Driscoll.

Motion approved unanimously without further discussion.

Station Manager's Report

Items in the report:

- Event Coverage Summary
- Town Meeting Live Broadcast
- Annual Report
- Fiber WAN Update
- State of Massachusetts Non-Profit Report
- Upcoming Features
- Equipment Update
- Holiday Decoration PSA

Event Coverage Summary

Eighteen events were covered during the month of November.

Town Meeting Live Broadcast

Jason reported that the Annual Town Meeting was broadcast live for the first time on November 1st. Comm-Tract completed the installation just prior to the meeting. There was a faulty power supply, which necessitated the temporary use of the Town Hall's power supply to allow the broadcast to go on. A replacement power supply is on order for the Middle School. The borrowed power supply was returned to the Town Hall.

Jason stated the new fiber transmitter is in the rack in the sound booth at the Middle School auditorium. There is also a plan to run a coaxial video line feed from the auditorium to the upstairs library. This will allow for the live broadcast of School Committee meetings. The material to complete this permanent installation is on order.

Annual Report

Jason reports he has submitted the Annual Report of Norton Cable Access to the Town Manager. Jason distributed a copy of the report was to the Board during the meeting.

State of Massachusetts Non-Profit Report

Jason received a notice from the State that our annual filing for FY 12 is due. The State is also missing the filing from FY 09.

Charlene will look through the records she has for a copy of the filing. If a copy cannot be location, we will have to re-file with State. There is no penalty for late filing; just the initial filing fee needs to accompany the filing.

Upcoming Features

Jason announced three upcoming features.

- The Vocational students will be constructing the new concession stand at the Norton High School football field.
- Coverage of local family's fundraiser for the victims of Hurricane Sandy.
- The annual Festival of Lights.

Move Update

Jason received a letter from Ryan regarding the status of the renovation, which stated we are far behind schedule.

Key points of the letter:

- They received the permit for exterior work on the building this week.
- Sprinkler issues have delayed the interior work and they are hoping to begin interior work within the next two weeks.
- It is not feasible to have a revised construction timeline until these building issues are resolved.
- We need to ask for permission to extend the lease dates due to the construction delays.
- They will continue to honor the low rate for the interim space.
- We need to finalize our interior plans.

Equipment Update

Jason is going to start purchasing equipment so it will arrive in time for our move our new studio. Much of this equipment is a special order and possibly backordered depending on the demand. This will require a transfer of \$60,000.00 into checking to cover these expenses. The pre-approved budget for new station equipment is \$125,000.00. To date, we have spent \$30,000.00 on lab computers.

Holiday Decoration PSA

Norton resident and Norton High alumni Peter Wiggins was featured in a Holiday Safety PSA. Cable produced the feature at the Seasonal Store in Foxboro earlier this month. It is currently airing. Peter's special needs advocate contacted us regarding Peter and his interest in cable TV.

Grant Update

Jason has sent out press released to the local media regarding the current grant cycle. There have been several inquiries regarding the grant, but to date, no completed applications have been received.

Inquiries are listed below:

- Nadja Varney, a Norton resident who produces School Talk on Rhode Island PBS. She has produced this show locally for 16 years. A grant stipend would allow her to continue producing the show.
- The elderly housing complex, Woodland Meadows at 120 West Main St, is seeking funds for an emergency generator.
- The Town of Norton may be seeking remote cameras for the planned renovations to the Selectmen's meeting room.

Sue questioned some of the requests stating she would rather approve a grant to Peter Wiggins, who has shown an interest in the station and has a desire to learn more about it, and would benefit the entire community, rather than commercial and/or town entity requests that will only benefit selected individuals.

Old Business

As discussed previously, the Board has decided to schedule meetings on a specific day and time each month. Meetings will be the third Friday of each month at noon. Charlene will send a meeting invitation out covering meetings from December until June shortly.

New Business

Our next meeting will be held on Friday, December 21 at noon.

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

Meeting adjourned at 13:08 PM

List of Documents and Other Exhibits used at Meeting:

- **Station Managers Report**
- **Treasurer's Report**
- **Annual Report of Norton Cable Access 2012**

Minutes Approved by Committee on: _____.

Respectfully submitted,

Signatures:

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

Chairperson _____
Victor Rodriguez, Norton Cable Access Corp.