



# TOWN OF NORTON

## Norton Cable Access Corporation

### MINUTES

Date: January 31, 2014 Time: 12:00 PM

Location: Norton Cable Access Temporary Studio  
Norton Crossing 184 West Main St – Suite 8 2<sup>nd</sup> Floor

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

Members Not Present: Ray Cord

The meeting called to order at 12:01 PM.

**This is our first meeting in the new studio location.**

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

##### **Review of November Meeting Minutes**

The Board reviewed November minutes.

**Motion made by Sue Morgado to accept the November meeting minutes as written.  
Motion seconded by Paul Driscoll.**

**Motion approved unanimously, without discussion.**

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

Ray Cord was unable to attend the meeting; however, the December Financial Report was electronically forwarded to the Board for their review.

Cash position balance as of December 31, 2013 is \$145,408.72.

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

Items in the report:

- Summary of Event Coverage
- Engineering Update
- Community Outreach Update
- Construction Update
- Donation Request

##### **Summary of Event Coverage**

Fourteen (14) events were covered month to date.

### **Engineering Update**

Earlier in the month, the head end playback system and fiber were moved into the new studio space. One of the old channel modulators for the Channel 9 analog signal required replacement. This presented a problem, as Comcast is no longer obligated to support or maintain our existing I-net infrastructure, which the channel modulator is part of. This issue will not exist once we are updated to digital. Currently, all equipment on the playback side is digital, which allows us to input a higher quality video format than we can currently broadcast.

Comcast's proposal to install the upgraded digital signal distribution system is estimated to cost \$12,150.00, with \$9,000.00 being the hardware cost and the balance going to labor for the installation. As the Board requested, Jason has communicated with Gerry Buckley, our Comcast Municipal Liaison to request the payment schedule be modified to 50% up front and 50% upon completion of the installation. Comcast has refused this request due to 75% of the project cost involves hardware equipment which has to be paid prior to the start of the project.

Once the Board authorizes payment in full, Comcast will put the project in the special projects construction queue. The upgrade will be completed within 60-90 days.

**Motion: To fund the upgraded digital signal distribution system at a cost of \$12,150.00. Installation by Comcast to be completed in 60 – 90 days.**

**Motion made by Sue Morgado.  
Second by Charlene Fisk.**

**Motion carried unanimously without further discussion.**

### **Community Outreach Update**

Ben Berlinsky, a local Eagle Scout is currently using our camera equipment on a project documenting local war veteran experiences for a Veteran's History archive initiative.

A Mansfield High School student, Talia Kuras, is currently editing a behind the scenes documentary of her school's Color Guard Team as part of their annual school to career program.

A video profile will air next week covering Norton Police Department's Fitness Challenge.

We will host the upcoming Valentine's Day Craft Fair for a local Mom's group on Saturday, February 8<sup>th</sup>. It will feature crafts and baked good made by children and musical and theatrical performances. All proceeds will be donated to the Norton Food Pantry.

The Cub Scout troop of Norton has a tour of the Media Center scheduled for February 10<sup>th</sup>. This will help them earn their Communications Badge.

A Stop Motion Animation Workshop for students is scheduled for February 21<sup>st</sup> from 10AM to 2PM in the Media Lab.

The Boston Globe recently published a column in the Sunday Paper on the new studio opening.

Norton student Javik Blake is currently in pre-production of a local sports talk show. Javik does live athletic announcing and voice over work when we cover local sporting events.

Coverage of all Wheaton Basketball home games has been added to Channel 15.

### **Construction Update**

#### **Studio area**

The curtain track and green screen installation is complete. The LED lighting grid and all robotic camera equipment in the control room has been installed. The Infinity Wall framing has arrived and it is scheduled for installation in the main studio next week.

#### **First Floor Lobby area**

A digital sign was installed in the mail lobby entrance on the 1<sup>st</sup> floor to advertise upcoming events and services. The Dutch door frame in the equipment storage area was installed earlier this week. The VTC flooring for the lobby area is scheduled for installation tomorrow. The chandelier for the lobby entry is on order and is scheduled for installation within the next two weeks.

#### **Generator**

The natural gas generator has been plumbed and the final tie-in to the gas service and testing is scheduled for this coming Monday.

We are currently 38 days into the Temporary Occupancy permit. The building owners have until February 23<sup>rd</sup> to complete the installation of the elevator. Once the elevator installation is complete, we can begin the Open House Planning.

### **Donation Request**

The Norton Fire-Rescue Department is in the process of publishing their annual Fire Safety Guide for Kids and as in past years, they have solicited us for Ad space in the guide. The cost is \$600.00

**Motion: To approve a donation to the Norton Fire-Rescue for Ad space in their annual Fire Safety Guide for Kids. Donation not to exceed \$600.00**

**Motion made by Charlene Fisk.  
Second by Sue Morgado.**

**Motion carried unanimously without further discussion.**

### **Old Business**

There was no other old business brought forth at this time.

### **New Business**

Jason brought up the topic of Insurance coverage for the Stringers covering outside events. What would we need for coverage in the event of an incident while out of town? Would signing of a waiver be sufficient? What is the common policy and coverage for other cable studios in the area? This topic will be discussed further next month.

At the conclusion of our Board meeting, Town Manager Michael Yunits was given a tour of the new studio, our updated equipment, and new services available to the community.

Next month's meeting will be February 25, 2014 at Noon.

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

Meeting adjourned at 12:18 PM.

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

- **Station Managers Report**
- **Treasurer's Report**

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

Respectfully submitted,

***Signatures:***

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

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