



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: March 28, 2014

Time: 12:00 PM

Location: Norton Cable Access Temporary Studio

Norton Crossing 184 West Main St – Suite 8 2nd Floor

Members & Staff Present: Jason Benjamin, Ray Cord, Paul Driscoll, Charlene Fisk

Members Not Present: Victor Rodriguez, Sue Morgado,

The meeting called to order at 12:10 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of February Meeting Minutes

The Board reviewed February minutes.

Motion made by Paul Driscoll to accept the February meeting minutes as written.

Motion seconded by Ray Cord.

Motion approved unanimously, without discussion.

Treasurer's Report

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

Cash position balance as of February 28, 2014 is \$242,117.63.

Motion made by Charlene Fisk to accept the Treasurers report as presented.

Motion seconded by Paul Driscoll.

Motion approved unanimously, without discussion.

Station Manager's Report

Items in the report:

Summary of Event Coverage

Show Development

Community Space Policy

Open House

Head-End Upgrade Update

Municipal WiFi Proposal

Summary of Event Coverage

Twenty-six (26) events were covered month to date.

Show Development

Bill Lippincott will be hosting several PSA's and programs on the Norton Media Center, including the Founder's Day Event, a green energy program and an author tour that is focused on inspiring people to achieve their vocational ambitions.

Community Space Policy

Jason is proposing that all groups using the Media Center must sign in on a provided visitor sheet when they enter and exit. This is a security measure that will enable us to keep everyone accountable for proper use of the facility.

Open House

The elevator is inspected and fully operational. The permanent Certificate of Occupancy should be received within the next two weeks. The doctor is scheduled to move in to his location on May 1st. Once he is occupying his space, we can schedule our Open House any time after his occupancy date.

Head-End update

Jason spoke with Gerry Buckley regarding the status of the digital head-end project. Jason was informed that Scott Haggerty will be the lead engineer for the project. Once they have the payment, they will begin work over the next few weeks. They are unable to provide a start or completion date for the project at this time.

Municipal Wi-Fi Proposal

Jason has been researching several studies involving deploying a municipal WiFi Wan in town that would offer low cost broadband. Jason reports there are several mesh radio systems that would provide coverage utilizing our existing fiber backbone. The radios would be pole mounted in the town's current pole space. Billing for the service would be cloud based management portal that would provide the option of daily, weekly, or montly access. This project could be phased in town and would offer residents and businesses a lower cost alternative to wired broadband.

Jason met recently with Aaron Sumner, who is the AV teacher at the Norton High School. The Superintendent has requested that he produce a weekly school news show to be broadcast on the Smartboards in every classroom. Jason showed him the studio equipment and offered the use of the studio for him and his AV students for filming the weekly broadcast.

Old Business

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

New Business

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

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

Meeting adjourned at 12:26 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.