



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: March 11 2016 Time: 11:00PM

Location: Norton Media Center

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

Members & Staff Present: Charlene Fisk, Jason Benjamin, Michael Kramer, Paul Driscoll, Ellen Kane

Members Not Present: Victor Rodriguez, Ray Cord

The meeting called to order at 11:14 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of January's Meeting Minutes

Motion made by Paul Driscoll to accept the January's meeting minutes

Motion seconded by Charlene

Motion approved unanimously, without discussion.

Treasurer's Report

The treasurer's report was not available for review.

Station Manager's Report

Summary of Event Coverage

Sixteen Events (16) events were covered

May 9th Town Meeting

Jason has been meeting the school department trying to assess the coverage need for the upcoming meetings. Norton Media has been asked to underwrite the cost of broadcasting these meetings. Due to the scale of the meetings and the space needed extra equipment would be needed. Jason plans on meeting with different vendors to get a better understanding of the equipment and cost associated with this amount of coverage. Ellen Kane will also look into available vendors.

Equipment Request

Jason requested two cameras and associated equipment for the stringers. This equipment to replace the current ones that are five years old. The cost of each setup will be \$4,480.

Motion To approve: Charlene Fisk

Seconded by : Paul Driscoll

Norton Police Fundraiser Request

The Norton Police will be conducting a fundraiser this spring. After a brief discussion it was agreed upon to donate \$1000. This donation will match the donation given to the Norton Fire Department in the Fall 2015.

Motion To approve: Mike Kramer

Seconded by : Paul Driscoll

Old Business

Town Sign Status

Charlene reviewed some of the lighting limits with the new sign. She explained that there is a balance needed between having it too bright at night and not bright enough during the day. Also there are limits to the number of characters that can be used. Over all it's been a great addition in providing the residents of Norton information.

Wheaton Alliance

Jason gave a quick update of the Wheaton students that have been coming into use the studio. The students are gaining some great experience with this new alliance.

Norton Middle School

Norton Middle School grant recipient requested to visit and show their progress with their 3d printer. The board agreed to have the students come to next meeting to view their progress.

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

Next meeting is scheduled for April 8th at 11am.

Meeting adjourned at 11:52 PM.

List of Documents and Other Exhibits used at Meeting:

- Station Manager's Report

Minutes Approved by Committee on:

Respectfully submitted,

Signatures:

Secretary

Mike Kramer, Norton Media.

Chairperson

Charlene Fisk, Norton Media

Director's Report March 11, 2016

Summary Of Event Coverage

Selectmen 3/10/16

Finance Committee 3/09/16

Planning Board 3/8/16

Board Of Selectmen with School Committee 3/7/16

Owl Prow/

Owl Art

PJ Drive

Selectmen 3/3/16

Norton Town Hal/ Sign Profile 3/4/16

Finance Committee 3/2/16

School Committee 2/29/16

Selectmen 2/25/16

Trinitarian Church 2/23/16

Finance Committee 2/22/16

NHS Basketball Norton V Hopkinton 2/22/16

Hub Parkour Business Profile

May 9th Town Meeting

We have had two planning meetings with the school department to assess the coverage needs at the upcoming May 9th town meeting as well as an additional meeting planned for the first week of June. We have been asked to underwrite the cost of providing the town with the ability to see and hear in 5 different meeting room locations and between two school buildings while broadcasting live. This will require equipment rentals for additional switching, audio, and camera equipment. I have contacted two outside vendors to provide us with quotes for these additional equipment needs. I will be conducting a walk-through on Monday afternoon with the first vendor to formulate the best configuration. I have attached a schematic of the

proposed layout that was shared with the school department. They have agreed to be responsible for all PA audio, projection, and installation of cable drops in each meeting location.

Equipment Request

I would like to propose that we purchase two replacement camcorders to replace the stringer cameras that we have that are both over 5 years old. Each field ENG camcorder comes with a complete accessory package and tripod. The lowest quote that I have is from Access AV for \$4,480 for each package.