



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: April 15, 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, Ray Cord

Members Not Present: Victor Rodriguez, Ellen Kane

The meeting called to order at 11:36 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of March Meeting Minutes

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

Motion seconded by Ray Cord

Motion approved unanimously, without discussion.

Treasurer's Report

Ray reviewed the financial reports for February and March. Ray explained that he would like future reports to break down the payroll expense to individuals. This will allow the board to accurately see the expenses associated with editing and daily operations. Currently there are two names under *Payroll*. We can not break down the expense the way it is currently reported.

March's checking balance reflects a negative balance but this is due to the timing of the income from Comcast. The next financial report will show the correct adjustment.

The cleaning expenses showed a significant increase. This is due to the increase use of the space by the community. This is a positive indication of NMC community involvement.

Motion To approve: Charlene Fisk

Seconded by : Paul Driscoll

Station Manager's Report

Summary of Event Coverage

Eighteen Events (18) events were covered

Town Meeting update

Jason had a meeting with the superintendent and the town moderator to discuss the option of using the Robert Adams complex for the pending June 6th town meeting. The superintendent has brought it to the attention of the facilities director to check for availability, he is waiting for a response. At this time the final decision will be made by the superintendent and the town manager.

As of April 11th the high school did not have the necessary cable drops to accommodate the event. These cable drops need to be in place before NMC can begin the additional steps needed to broadcast this event.

New Equipment update

The equipment that was approved at the April meeting has arrived and it is proving to be an excellent addition to field coverage.

School Update

During the week of April 18th the superintendent is hosting a community budget presentation on channel 15.

Grant Posting

The Fall grant application has been posted. The posting can be found in three sites, NMC website, Town's website and the Sun Chronicle.

Cable Contract

It was brought to the board's attention that a public meeting will need to be scheduled to review the new cable contract with Comcast. The board will review the requirements for this process and set a date at future meeting.

Old Business

None

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

Next meeting is scheduled for May 13th at 11am.

Meeting adjourned at 12:37 PM.

List of Documents and Other Exhibits used at Meeting:

- **Station Manager's Report**
- **Financial Reports (February and March)**

Minutes Approved by Committee on: _____.

Respectfully submitted,

Signatures:

Secretary _____
Mike Kramer, Norton Media.

Chairperson _____
Charlene Fisk, Norton Media

Director's Report April 2016

Summary Of Event Coverage

Selectmen 04/14/16

_Finance Committee 04/13/16

_School Committee 04/11/16

_Selectmen 04/07/16

Finance Committee 04/06/16

_School Committee - Joint Meeting with Board of Selectmen

_Farm Camp

_Lincoln Exhibit At Norton Public Library

_Selectmen 03/31/16

_Finance Committee 03/30/16

_School Committee 03/28/16

_Superintendent's Corner - Budget & Behavioral Health Topics

Selectmen 03/24/16

Relay4Life Bowling

School of Rock

Painting Cat At Ugly Dog Books

Skating Fundraiser

_Fiber Festival

18 Events Total 3/24-present

Town Meeting Update

I have discussed the option to utilize the Robert Adams complex at NHS as the main venue option for the June 6th Town Meeting with the town moderator and the superintendent. Bill indicated that he was not against the idea and that it was ultimately the decision of the superintendent and the town manager. The superintendent has brought it to the director of facilities to check for availability and I am awaiting his response. I believe that this is our best option to accommodate the anticipated crowd while minimizing the technical and financial burdens that linking multiple buildings and room would entail. As of Monday the superintendent had indicated that the cable drops have not yet been installed in any of the rooms that would be necessary to simulcast the event.

New Equipment Update

The 2 JVC camcorders have been ordered and were received this week. The cameras are JVC GYHM600 with shotgun mics and Miller tripods. They have already proven to be excellent for ENG work and for field coverage.

School Update

Next week we will be hosting the Superintendent for a community budget presentation in the studio for broadcast on Channel 15.

We have several upcoming athletic events scheduled for coverage, including the NYBS Opening Day ceremony, Norton Track, and NHS Varsity Baseball, as well as a interview with Norton All-American Brooklyn Williams