

Groton Cable Advisory Committee
Meeting Minutes 11/18/09

Meeting was called to order at 7:52 p.m. Present were members Dave Melpignano, Dorothy Davis, and Janet Sheffield, constituting a quorum. Also present was Access Director Bob Colman.

MINUTES:

The committee voted to approve the minutes for the meeting of Oct. 6, 2009.

GENERAL UPDATE:

New News show: Bob reported a new news show is in development with Jane Bouvier, Connie Sartini, Martha Campbell, Karen Tuomi, and Chief Palma providing stories. Dave M will be producing their 'pilot' segment, planned for one hour. They hope to initially produce one episode per month.

Video Production workshop: Bob reported that 8 people signed up for the video production workshop and 6 completed it.

YouTube workshop: Bob reported it was successful, with Alden running it and 8 people attending.

Making a Movie workshop: cancelled due to lack of interest at this time.

GD News is Back: the student produced GD News has returned and it being broadcast to students on a regular basis.

VERIZON: Bob reported he'd received Verizon's first quarterly check on 11/16 for \$8389. Verizon's contract calls for them to pay 4.25% of their gross to the town, and Charter had been paying out about \$128K per year, which will change as some customers switch to Verizon.

He also said Verizon was making progress on installation of wiring to bring local cable channels to customers, with a deadline of Dec. 19th for the work to be completed.

CHARTER: Charter sent the town a letter expressing interest in opening "informal" negotiations for their contract renewal. Dorothy recommended we speak with Atty. Bill Hewig before contacting Charter and thought it would be best if a committee member started the process by contacting Mark Haddad. Dave said he'd check with Gabe about whether he'd like to contact Mark or someone else (Dorothy?) should.

BOB'S EVALUATION: Bob's annual performance evaluation is due to the town by the end of calendar year, and the town's Human Resources Director forwarded the paperwork to our board. Dave agreed to contact Gabe to ask him to handle this.

TOWN REPORT: The town needs a one-page department report by Jan. 8th to be included in the Groton Annual Report. Bob will prepare something and run it by the committee.

CONFLICT OF INTEREST: Committee members are reminded they're required to take an online test on the new conflict of interest laws.

ACCOUNTS:

Bob reported the following balances as of 10/31/09

Main Account:	\$151,356.99
Equipment Grant:	\$ 24,542.26
Sponsorship Account:	\$ 2,035.69

PURCHASE REQUESTS:

- Dorothy moved that we approve \$30 for MassAccess annual membership and Janet seconded. The motion was unanimously approved.
- Janet moved that we purchase a ½ page ad in the Groton Dunstable yearbook at a cost of \$200, and Dorothy seconded the motion, which was unanimously approved the committee.

PRODUCTION TECHNICIAN:

- Bob reported that over 70 candidates had applied for the position, and he and Kathleen LeBlanc, the town's HR director, had set up interviews for 9 candidates. The position will start at \$15.59/hour (step 1).
- Bob advised the committee members of the interview schedule, with interviews beginning 11/9, provided them with resumes of the 9 candidates, and invited them to attend any or all of the interview sessions.
- Bob reported advertising costs for the position went slightly over budget by about \$75.
- A discussion ensued about whether the position will be full-time or part-time, but a decision will be postponed until Bob proposes his final candidate to the committee before the next meeting in December.

The committee discussed trying to schedule the next meeting for the week after Thanksgiving or the following week, and the meeting was adjourned at 10 p.m.

Respectfully submitted by Janet Sheffield, secretary

