

**Groton Cable Advisory Committee
Meeting Minutes 11/28/11**

Meeting was called to order at 7:40 p.m. in the television studio. Present were members Dorothy Davis, Jane Bouvier, Neil Collichio, and Janet Sheffield, along with Groton Channel Program Director Bob Colman.

LIST OF MATERIALS AT MEETING:

1. Program Director Notes (Bob) for 11/28/11 Meeting
2. Sample Cable Surveys from Groton, Southwick, Sutton and Ayer.

MINUTES

Minutes for the following meetings were approved in votes by members:

- June 6, 2011 – regular meeting and executive session
- June 27, 2011
- July 14, 2011
- September 21, 2011
- October 12, 2011
- October 26, 2011

BILLS

Members were asked to approve a bill from the town for an employment physical and drug test for new employee, Brendan Crewe. They questioned whether it's routine for departments to be charged for these physicals, and Bob will seek an answer from the town's HR.

GENERAL UPDATE:

Annual Employee Evaluation - Town HR department would like Bob's evaluation by 12/31. Neil agreed to handle it this year and Bob will forward him the necessary forms.

Videography Equipment - Bob reported that he received the equipment ordered for use by HS Videography students, except for the microphones, and it will be set up shortly.

News Program - Bob is looking for ways to make the production of the weekly news program easier since he needs more contributors. Among some ideas discussed were hiring a

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part-time news producer, changing it to a monthly news magazine style program, and having Brendan work on Mondays instead of Saturdays. Jane suggested that the news program should be included on the town's PR distribution list, and Bob will follow up by making that request.

GROTON SURVEY FOR ASCERTAINMENT

The Committee would like to send out a town-wide cable survey to residents within the next several weeks in preparation for the Charter license renewal process. Bob presented members with sample copies of past surveys from Groton and three other area towns.

ACCOUNTS AS OF 10/31/11:

Main Account: \$174,071.60 (+18,753.79)
Equipment Grant: \$ 67,989.54
Sponsorship Acct: \$ 3,654.22

PURCHASE REQUESTS:

Wireless Handheld Microphone for Selectmen \$350.00

Jane made a motion to approve this purchase, Janet seconded, and the motion was passed by unanimous vote.

ADJOURNMENT:

The next meeting is scheduled for Sat., Nov. 12, in the studio to go over the Charter renewal contract.

Neil made a motion to adjourn the meeting, Jane seconded and the meeting was adjourned at 10:15 p.m.