

**Groton Cable Advisory Committee
Meeting Minutes 7/23/12**

Meeting was called to order at 7:40 p.m. in the television studio. Present were members Dave Melpignano, 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
2. Charter Proposed Renewal

GENERAL UPDATE

Interns - Bob reported that internships were going well. The Channel has three summer interns - two production assistants and one regular intern.

Production Assistant Position – Town Manager Mark Haddad has asked Bob to put together a report on specific costs associated with the new position.

Re-wiring Playback Room - During the summer, Bob plans to shut down for two to three days to re-wire the playback room.

ACCOUNTS AS OF 6/30/12

Main Account: \$157,790.50
Equipment Grant: \$ 90,489.54
Sponsorship Acct: \$ 3,794.22

CHARTER LICENSE RENEWAL

A meeting is scheduled for Thursday, July 26, between Mark Haddad, Bill Hewig, and Tom from Charter. Dave and Dorothy established a prioritized list of requests to present to Charter:

1. Replace the wiring from the node to the studio with Fiberoptic cable by Oct. 1
2. Improve the signal quality on PEG Channels
3. Quarterly performance reports sent to the Town Manager
4. A log of all complaints be sent to the Town
5. No charge back to customers for Equipment Grants
6. Additional drops at the Public Safety building, Legion Hall, and the Football Field
7. Reimburse customers in full, including for special pay-per-view events, in the event of an outage

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PURCHASE REQUESTS/RECOMMENDATIONS

Equipment requested:

Replace/upgrade mid BOS camera	\$1000
Replace BOS Audio Mixer	\$ 700
Additional Consumer Camera Kit	\$ 525
2 Consumer Camera Shotguns	\$ 360
Digital Still Camera	\$ 320
Shelf and connectors for rewiring	\$ 200
Replacement bulbs for studio	<u>\$150</u>
TOTAL	\$3,255

Dorothy moved that the Committee agree to spend up to \$3,255 for this list of equipment, Jane seconded the motion, and it passed by unanimous vote.

Alliance Conference in Chicago, July 31-Aug. 2

Airfare	\$400
Conference	\$600
Hotel	\$540
Taxi	<u>\$100</u>
TOTAL	\$1,640

Jane moved that we approve up to \$2000 for Bob to attend the Allied Conference in Chicago, Neil seconded the motion, and it was unanimously approved.

Grotonfest:

Booth Registration	\$50
Flashlight pens for Grotonfest	<u>\$1200</u> (500)
	\$1,250

Dave made a motion to approve up to \$1250 for Grotonfest, Neil seconded the motion, and it was unanimously approved.

NEXT MEETING/ADJOURNMENT: The next meeting is tentatively scheduled for August 27. Neil made a motion to adjourn the meeting, Jane seconded, and the meeting was adjourned at 10:04 p.m.