

**Groton Cable Advisory Committee  
Meeting Minutes 2/16/13**

Meeting was called to order at 10:10 a.m. in the television studio. Present were members Dave Melpignano, 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. Verizon/Charter annual complaint/outage reports

**MINUTES**

Minutes for the January 12, 2013, are being completed by Gina and will be ready for approval at the next meeting.

**GENERAL UPDATE**

**Complaint/Outage Reports** - the committee reviewed reports from both Charter and Verizon. The reports showed that Charter reported fewer complaints than Verizon, which seems to indicate that Charter is using different criteria for what constitutes a complaint, one of the items the committee would like to clarify in the contract renewal.

**ACCOUNTS AS OF 1/31/13**

Main Account:     \$154,519.81 (+\$24,721.51)  
Equipment Grant: \$ 90,489.54  
Sponsorship Acct: \$ 4,172.72

**PROGRAMMING**

Bob asked the committee whether they may be interested in adding two new programs to the channel, one on "Your Federal Government" and another produced by Middlesex Community College. Programs produced outside the Groton Channel have to be "sponsored" by a town resident. Dave and Neil agreed to review the Middlesex videos and fill out the necessary paperwork to get the program on the air. It was suggested that the video produced by the Federal Government may be appropriate for airing on the Government Channel.

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**PURCHASE REQUESTS/RECOMMENDATIONS**

**Two office cubicles for studio                      \$4,000**

Bob proposed purchasing two office cubicles to create more efficient work space on one wall of the studio for the production technician and for volunteers using the edit suite. Jane made a motion to approve the purchase of two cubicles for the studio at an amount not to exceed \$4,000, Neil seconded the motion, and it was passed by unanimous vote.

**Digital Juice Expansion Pack                      \$200**

Bob would like to add to this library of editing tools, which includes stock music, animation and graphics. Jane made a motion to approve the purchase for \$200, Neil seconded the motion, and it was carried by unanimous vote.

**CHARTER RE-LICENSING/TESTING**

The committee reviewed a Groton map to try to determine three to five testing points for the technician being hired by the committee to test Charter's signal strength. The committee decided to focus on a few known problem areas, and to cover all corners of the town by testing at:

Crosswinds Drive, Legion Hall/Hollis Street, Paquawket Path (Longley Road near Pepperell border), Sergeant Way & Old Ayer Road, and Stonebridge Way/Forge Village.

**NEXT MEETING/ADJOURNMENT:**

The next meeting is scheduled for Saturday, March 9, at 9:30 in the studio. Neil made a motion to adjourn the meeting, Janet seconded and the meeting was adjourned at 11:39 a.m.

Respectfully submitted,  
Janet Sheffield

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