Groton Cable Advisory Committee
Meeting Minutes 5/11/13

Meeting was called to order at 9:52 a.m. in the television studio. Present were members Dave Melpignano, Jane Bouvier, Neil Colicchio, and Janet Sheffield, along with Groton Channel Program Director Bob Colman.

LIST OF MATERIALS AT MEETING:

1. Program Director Notes

GENERAL UPDATE

48 Hour Film Project – Bob reported the competition took place last weekend with about a dozen participants, and the committee viewed the resulting video.

Editing Workshop – six people took part in the two night workshop.

Vimeo – Bob reported that he was able to get the Vimeo uploads of Selectmen's meetings to work better on the Groton Channel website, and suspects the problems may have been caused by the browser.

Herald – the Groton Herald is interested in using links to the Groton Channel's programs on its website.

Charter check – the bi-annual check which is typically due in April is overdue.

ACCOUNTS AS OF 1/31/13

Main Account:	$142,159.46
Equipment Grant:	$ 90,489.54
Sponsorship Acct:	$ 4,217.72

CHARTER RELICENSING/TESTING

There was a discussion of the current status on the testing the committee would like to undertake of Charter's signal strength in various locations around town. Charter originally asked for five locations to test, and Dave provided these to Charter. There have been delays in scheduling the tests with Charter and Steve Finer, the committee's consulting engineer. Dave reported that Charter now claims they have upgraded equipment and since they haven't received

complaints, they don't think testing is necessary. Dave and Dorothy will be meeting with Charter, Mark Haddad, and Bob on Monday at Town Hall to discuss this situation and plan to ask attorney Bill Hewig to talk with Charter's Director of Government Relations, Tom Cohan.

Neil continues to have serious problems with his Charter reception. The committee agreed by unanimous vote to send a Letter to the Editor of the Groton Herald, Groton Landmark, and Groton Line, seeking Charter customer feedback on signal quality/reception. Janet agreed to draft the letter and email it to the committee for review before it goes out.

SUMMER INTERNSHIPS

Bob told the committee he had emailed them copies of the 9 applications he has received, and hopes to approve 4 project-based internships and two for Production Assistants.

After a brief discussion, it was decided that Bob would make specific recommendations to the committee via email, while they take a few more days to review the applications. Bob hopes to notify applicants of our decision within about a week.

VOLUNTEER THANK YOU PARTY

Jane proposed hosting a thank you party for Channel volunteers, many of whom are graduating from the high school, and would like to order recognition awards for those students. She suggested it take place on May 30 following the taping of Around Town. Janet made a motion to approve up to $500 to cover the cost of refreshments and awards, Neil seconded the motion, and it was approved unanimously.

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PURCHASE REQUESTS

Cubicles (new price) **$4,800**

The committee had approved an expenditure of $4,000 at the last meeting, but it turned out we don't qualify for that discount and the revised price is higher.

Headphones **$100**

The new headphones would replace the ones used to record School Committee meetings.

"Action" Cam and accessories **$180**

(Nylon) PET sleeves for cables **$200**

64 GB P2 Card **$650**

TOTAL **$5930**

Janet made a motion to approve the above expenditures for a total not to exceed $5930. Jane seconded the motion, and it was approved by unanimous vote.

NEXT MEETING/ADJOURNMENT

The next meeting was tentatively scheduled for June 15. Janet made a motion to adjourn the meeting, Jane seconded the motion, and the meeting was adjourned at 11:22 a.m.

Respectfully submitted, Janet Sheffield