

**Groton Cable Advisory Committee
Meeting Minutes for: 10/17/15
TV Studio Groton-Dunstable Regional High School**

In Attendance:

Cable Committee Members: Chairperson Janet Sheffield, Robert Piche, Jane Bouvier, Dave Melpignano, and Neil Colicchio.

Others: Program Director Bob Colman

Called to Order At: 9:55 am

Bills: Committee Members reviewed and signed the bills for the month.

Meeting Minutes: Robert moved to accept the meeting minutes for 9/1/15, Dave seconded. It passed unanimously.

General Update:

- Verizon was not able to improve their audio.
- The audio issues in the Selectmen's room appear to be fixed.
- The News is on hiatus, probably until the new Production Assistant is up to speed.
- We will be looking into getting a newer, more capable playback system in the first half of 2016.

Discussion Item – Production Assistant: The position is being reduced to a non-benefitted 15 hr./week job. This should keep our expenses in line with our expected income. We hope to fill the position quickly.

Discussion Item – Program Director's Paternity Leave: Bob will be taking three full weeks off and then come back part time for three or so weeks to transition back to full time. Brendan will cover. There will not be any news programs. Several Committee members offered to help Brendan if needed.

Discussion Item – Political Programming Policy: Lacking any feedback from the state Ethics Commission the Committee has decided to proceed as planned.

Vote: Neil made a motion to accept the policy as amended. Robert seconded. It passed unanimously.

Action Item: Janet will provide the new policy form to the Town Clerk for distribution to any Candidate that returns their papers.

Purchase Request(s):

Ads for PA Position, up to \$1200

Vote: Dave made a motion to purchase advertising for up to \$1200 for the Production Assistant Position. Neil seconded. It passed unanimously.

Other:

The next meeting is planned for 11/14/15 at 9:30 am. Sponsorships and Equipment Rental may be discussion items.

At 11:30 am, Robert made a motion to adjourn the meeting, seconded by Dave, there was no further discussion. The motion passed with a unanimous vote.