

Sunderland Telecommunications Committee

Meeting Minutes

6 January 2009

- 1.) The meeting was called to order at 7:00PM by Larry Locke, Chair.
- 2.) Also present were Wayne Shaw, Clerk, Bruce Weston, Financial Liaison, and Tom Zimnowski, Senior Technician.
- 3.) The minutes of 2 December 2008 were discussed and approved unanimously to be sent to the Town Clerk electronically following the meeting.
- 4.) The next meeting will be on 3 February 2009, it being the first Tuesday of the month.
- 5.) Tom Zimnowski submitted the Technician hours for December and informed us he has worked out an arrangement to submit Junior Technician hours directly to the Town Administrator who will handle payment arrangements.
- 6.) The Chair informed us he will begin working on the Annual Report due 6 February 2009, and asked for comments and/or contributions. He listed some of the items he is already including for input from the rest of the committee.
- 7.) Bruce Weston reports that he was informed by Janet Swerm, the part time Town Accountant that the balance of the PEG Access Fund was at \$62,091.83 as of 1 July 2009. She will update when she receives the current data from the Town Treasurer.
- 8.) The Chair reports that the Comcast bill has been filed.
- 9.) Tom Zimnowski reports he continues working the phone for Nexus training using the "help desk" to answer questions.
- 10.) Tom Zimnowski is to draft a proposal for program underwriting that can be submitted to the town for approval after the STC approves at the February meeting.
- 11.) Under new business Tom Zimnowski reported he has been approached about doing an instructional show on line dance lessons.
- 12.) The Senior Technician has requested the purchase of 2 DVD recorder/player units to move away from tape. One unit to be installed in the meeting room console and one in the Field Production Unit road case. Also added to the request is a 4th PTZ camera for the meeting room to improve coverage of the space. Tom will bring pricing to the next meeting.
- 13.) Tom Z. walked the high school with a Comcast technician checking existing cabling. It was determined that to have a live feed from the gym a cable needed to be run from the auditorium. FCAT will make a request to Comcast to get this done to enable sports and other events to be broadcast live from the gym in the future.
- 14.) A motion to adjourn passed by unanimous consent at 7:48PM.

Respectfully submitted:

Wayne Shaw

STC Clerk

Sunderland Telecommunications Committee

Meeting Minutes

3 February 2009

- 1.) The meeting was called to order at 7:00PM by Larry Locke, Chair.
- 2.) Also present were Wayne Shaw, Clerk, Bruce Weston, Financial Liaison, and Tom Zimnowski, Senior Technician.
- 3.) The minutes of 6 January 2009 were discussed and approved unanimously to be sent to the Town Clerk electronically following the meeting.
- 4.) The next meeting will be on 3 March 2009, it being the first Tuesday of the month.
- 5.) Tom Zimnowski submitted the Technician hours for January and verified that the Junior Technician hours were submitted directly to the Town Administrator who will handle payment.
- 6.) The Chair reported that he had received a memo on Hadley's 350th Celebration on June 14, 2009 to see if there was a possibility of getting something to add to our library of video.
- 7.) The Chair reported that there will be a discussion of the Selectmen's FY 2009 budget on February 9th regarding the impact of the general government cutbacks in the Commonwealth. He will see if STC presence is required, and if so, will attend.
- 8.) The Chair distributed copies of the final draft of the "Annual Report" to the town. These were discussed and approved.
- 9.) There were some questions regarding cable installation on Torey Road and the Chair will investigate inclusions in the current contract with Comcast.
- 10.) Frontier Community Access Television, Inc. (FCAT) requested STC approval and recommendation to the Board of Selectmen for payment, of their request for funding presented at the Select Board meeting on 2 February 2009.

2/3/09

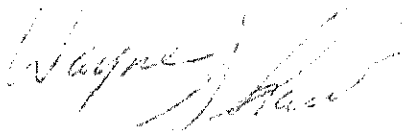
All the pertinent documents were presented including a cover letter, Pilot Program report, and the calendar 2009 budget. FCAT's Chair also brought to the Committee's attention a 3% escalator included in the 3rd and 4th quarter. This was discussed and the final total annual amount of \$22,095.51 was unanimously approved for payment recommendation.

- 11.) FCAT also asked for a proportional share from the Town of Sunderland for the cost of relocating the I-Net origination connection from Frontier High School to their studio facility at 8B Elm Street. This one time amount of \$2,595.51 was also unanimously approved to be recommended that the Select Board approve payment.
- 12.) FCAT is waiting for a final cost from Comcast to extend wiring at Frontier to the gym to allow live broadcast of events that take place there. The member towns will be approached to share the cost at that time.

2/3/09

- 13.) STC will cover the next Frontier School Committee meeting with the FPU as FCAT's Director is recovering from surgery. This equipment will also provide improved audio as FCAT currently is only using the camera sound system pending obtaining FPU equipment.
- 14.) The first drafts of "underwriting" guidelines were presented and discussed. The Chair and Senior Technician will continue to work on them for the next meeting.
- 15.) The Senior Technician presented pricing of DVR equipment at less than \$100.00 per unit that he inquired about at the last meeting. It was unanimously approved to move forward with the purchase of two of these units.
- 16.) A motion to adjourn passed by unanimous consent at 8:12PM.

Respectfully submitted:



STC Clerk

Wendy Houle

From: wayneshaw1@comcast.net
Sent: Wednesday, November 04, 2009 8:57 PM
To: Houle, Wendy
Cc: Locke, Larry
Subject: Minutes
Attachments: Sunderland Telecommunications Committee Minutes 6-2--09.doc

Hi Wendy,

Attached are the minutes from the June meeting of STC approved Tuesday night. We have not met officially for the interim July - October so this was the first chance to approve minutes from June. Can you please check and see if you have the two meetings in March and the ones for April and May? I think I sent them but need to make sure. We are changing our regular meeting for December to the second Tuesday, 12/8/09 if you would be so kind as to change it on the web site calendar I'd appreciate it.

Many thanks,

Wayne Shaw, STC Clerk

Sunderland Telecommunications Committee

Meeting Minutes

2 June 2009

- 1.) The meeting was called to order at 7:00PM by Larry Locke, Chair.
- 2.) Also present were Wayne Shaw, Clerk, Bruce Weston, Financial Liaison, and Tom Zimnowski, Senior Technician.
- 3.) The minutes of 5 May 2009 were discussed and approved unanimously to be sent to the Town Clerk electronically following the meeting.
- 4.) The next meeting will be on 1 September 2009, it being the first Tuesday of the month and we have agreed to not meet during July and August unless absolutely necessary.
- 5.) To make sure all records are up to date with the Town Clerk, the Clerk will send minutes of the 3 March regular meeting, the 16 March Special Meeting, and the regular meeting of 5 May.
- 6.) Tom Zimnowski submitted the Technician hours for May and verified that the Junior Technician hours were submitted.
- 7.) The Financial Liaison and the Clerk will remain in their current roles for another term.
- 8.) The link to the Channel 15 program guide found on the STC page on the town web site is now up and working.
- 9.) The Chair distributed the logs for the invoice payments for both FCAT and Comcast for review.
- 10.) Wayne Shaw, Clerk, in his role as FCAT Chair gave a brief report on the progress at the studio and the current health status of the station Director.
- 11.) Tom Zimnowski, Senior Technician, reported on coverage for a show on hospice care, the Memorial Day Parade, and "Speak Out" all with good results.
- 12.) Sunderland loaned equipment to FCAT for the taping of the spring concert at Frontier in return for DVD sale revenue.
- 13.) There was a brief discussion of planned coverage of Town Meeting on June 12. Moderator control is key.
- 14.) The Chair reported warrants have been submitted for all outstanding invoices including the audio cables, all Staples office supplies, and the DVD decks.
- 15.) The Town Administrator reports that current estimates for upcoming charges against the Comcast Grant Account will be about \$11,211.00. This covers STC use of the facility, electricity, telephone, and physical contents insurance. Charges to the other accounts will be forthcoming later.
- 16.) There was considerable discussion concerning item 15 above and both the Chair and the Financial Liaison will consult with the Town Administrator and Accountant for further clarification.
- 17.) Under new business it was proposed to make a purchase to replace two cameras for \$4,739.39. It was moved, seconded, and voted 4-0 to proceed with the purchase.
- 18.) Pursuing underwriting for programming has been approved. We just need to submit a credit template to Comcast for approval to complete the process.
- 19.) A motion to adjourn pass unanimously at 8:15PM.

Respectfully submitted:

Wayne Shaw

Wayne Shaw, Clerk