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**Uxbridge Cable Advisory Committee  
February 2nd, 2017 Meeting Minutes**

**Received by  
Uxbridge  
Town Clerk**

**Uxbridge Cable Advisory Committee Members present:** Alfred Butler (Chair), Mark Stacy (Vice Chair), Jim Hogan, Andrew Gorman

**Also Present:** Director of Uxbridge Community Access Television (UCAT) Barry Giles.

Meeting held at Uxbridge High School (TV Studio).

It being 6:30 PM, the meeting being properly posted, duly called and a quorum being present, Chairman Butler called the meeting to order and led the gathering in the Pledge of Allegiance.

Old Business:

- Old Business

New Business:

- Scheduled Reorganization
- Cable TV 2018 Budget Discussion
- Update of 2017 Capital Projects/Program Coordinators Report
- Member Issues
- Process Meeting Minutes

## **Old Business:**

No old business was brought before the Committee at this time.

## **New Business:**

### **Scheduled Reorganization**

The Committee entered a scheduled reorganization at the beginning of the meeting.

*Jim Hogan made a motion to appoint Mark Stacy to the position of Chair. The motion was seconded by Al Butler with no discussion and carried 3-0-1, with Mr. Stacy abstaining.*

*Jim Hogan made a motion to appoint Andrew Gorman to the position of Vice Chair. The motion was seconded by Al Butler with no discussion and carried 3-0-1, with Mr. Gorman abstaining.*

### **FY 2018 Budget Discussion**

The Committee was presented the 2018 budget requests from Mr. Giles. Mr. Giles has met with Justin Cole, the town accountant, and has produced a level funded budget broken up into categories (See FY 2018 Budget Worksheet).

Mr. Giles highlighted that one of the biggest changes is staffing, particularly increasing hours available to staff. The increased hours will allow staff to spend more time getting programming into circulation on a regular basis along with what's already being covered normally with government meetings and school activities. There are also three locally produced programs which require filming on-site on a regular basis, the most recent of these being Clean Green Living. The additional hours will provide the opportunity for staff to process and edit the footage as necessary. The proposed changes will increase the part-time employee up to 15 hours per week and the full-time employee up to 40 hours per week.

The Committee reviewed the proposed increase to the Director's salary as negotiated with the previous town manager (Sean Hendricks). This change shall raise the salary from \$57,437 to \$60,000 (a 4.46% increase).

Mr. Giles also outlined the capital projects under the proposed FY 2018 Budget. One project includes an upgrade to the portable production unit (i.e. fly pack in relation to the van). The estimated cost for this capital project is approximately \$10,000. Mr. Stacy asked if there's a buffer in case the vehicle breaks down. Mr. Giles and Mr. Hogan indicated that the vehicle is only two years old and is solely used to transport equipment between events (e.g. sports) and meeting locations. The Committee asked if there had been any consideration of signage on the van, and Mr. Giles subsequently reported that he had reached out to different vendors and could provide the Committee with quotes should they request it.

The second capital project includes replacing 15 iMacs in the High School AV Editing Lab with an estimated cost of \$10,500 (including hardware and software). Mr. Giles highlighted that the newer cameras are taxing the old systems, thus making it difficult for students to meet project deadlines. The Committee asked about repurposing the existing computers, and Mr. Giles explained that he is in conversation with middle school staff about them potentially utilizing the old machines.

Other items under the FY 2018 discussion included the operating budget, supplies and new requirements for an insurance policy for media coverage.

In total, the budget figure presented in the FY 2018 Worksheet amounts to \$159,413.

*Mr. Hogan moved to approve the FY 2018 budget as presented in the FY 2018 Worksheet. Mr. Gorman seconded the motion, and it carried 4-0-0.*

### **Update of 2017 Capital Projects/Program Coordinators Report**

Mr. Giles discussed the success of the government channel upgrade, replacing outdated equipment with high definition equipment and addressed broadcasting issues per the FY2 017 capital increase. Mr. Butler asks about the HD signal and Mr. Giles elaborates on the use of the multicaster digital switcher.

Mr. Giles also alerted the Committee that the designated government relation staff from Charter has left the company and he is waiting to learn who will fill that role. The Committee asked about the possibility of Charter broadcasting public access in high definition. Mr. Giles purported stated that public access television is not a significant revenue generator for Charter and is therefore this amenity is not likely a priority. Mr. Giles also discussed potential legislation which may require cable providers to allow public access television to be broadcasted in high definition.

No action was taken by the Committee with regards to 2017 Capital Projects or the Coordinator's Report.

### **Member Issues**

Jim Hogan reported his findings pertaining to drone operator registration and usage based on a conversation which took place at a recent municipal conference. Mr. Hogan described the Federal Aviation Administration (FAA) guidelines, explaining that the town has two options to formally license drone operators. The first option is for individuals to undergo training for the license/certification which would amount to approximately \$1,300 per operator. The other option would be for a team of six to undergo coordinated training which would cost approximately \$9,600. A potential benefit for this second option is that it would allow for the town to be considered its own airline under FAA standards.

Mr. Stacy asked if any old equipment could be auctioned to partially fund the aforementioned flight school for drone usage. Mr. Giles explains that any money generated from such an auction would go into the general fund and would subsequently require Town Meeting approval to be transferred back to Cable Access.

No action was taken by the Committee with regards to the new FAA regulations.

### **Processing Meeting Minutes**

The Committee reviewed the draft Meeting Minutes for the December 17, 2015 meeting. *Mr. Hogan moved to approve the meeting minutes as written. Mr. Butler seconded the motion and it carried 3-0-1, with Mr. Gorman abstaining.*

*At 7:30 PM Mr. Stacy made a motion to adjourn the February 2, 2017 meeting. The motion was seconded by Mr. Hogan and passed 4-0-0.*

Respectfully submitted by Andrew Gorman

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Mark Stacy, Chair

7/25/2017  
AG

Andrew Gorman  
Andrew Gorman, Vice Chair

Jim Hogan  
Jim Hogan

Alfred Butler  
Alfred Butler