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**Uxbridge Cable Advisory Committee
July 25, 2017 Meeting Minutes**

Uxbridge Cable Advisory Committee Members Present: Andrew Gorman (Vice Chair) Alfred Butler (Member) and Jim Hogan (Member):

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

Absent: Mark Stacy (Chair)

Meeting held at Uxbridge High School (TV Studio).

It being 6:00 PM, the meeting being properly posted, duly called and a quorum being present, Mr. Gorman called the meeting to order and led the gathering in the Pledge of Allegiance.

Old Business:

- Update on 2017 Budget

New Business:

- Salary Survey Review
- Member Issues
- Program Coordinator's Report
- Process Meeting Minutes

Old Business

No old business was discussed outside of the program coordinator's report described below.

New Business

Salary Survey Review

Pursuant to the Town Manager's request to evaluate the pay structure for non-union personnel, Mr. Giles provided the committee with a sample salary spreadsheet examining cable departments within other communities. Categories represented within this spreadsheet include the type of area served (rural/urban); type of organization (501(c)3 or municipal); number of cable subscribers; annual budget; percent of annual operating budget from cable revenues; percentage of annual operating budget from earned revenue and fundraising; amount of encumbered funds from cable contract for capital purchases; number of full-time employees; benefits offered; percentage of health insurance premium paid by organization; highest earner salary and years employed; and second highest earner salary and years employed. Mr. Giles suggested that, using the spreadsheet as a guidance, it may be appropriate for the Cable Advisory Committee to suggest the raise for this position in the future. The Committee generally agreed, but no plan was formulated other than to review the salary/experience worksheet provided during the meeting.

The committee also considered whether Mr. Giles' current title as program coordinator given the many hats worn in managing Cable Access and his role as the department head and whether or not it was appropriate.

Mr. Hogan made a motion to change the title of the 'Program Coordinator' to 'General Manager of Cable Access'. Mr. Gorman seconded the motion and it passed unanimously (3-0-0).

Mr. Giles also highlighted that there was some confusion from the Town Manager as to the salary increase in the FY2018 budget, and the manager has subsequently requested formal notice that this increase was previously approved. Mr. Giles informed the committee that Mr. Genereux believed that the authorizing the February 2nd, 2017 meeting minutes would suffice. Mr. Gorman stated that he was puzzled because Mr. Genereux reviewed the budget worksheet, attended the finance committee meeting and the fact that this increase was negotiated with the previous manager, Mr. Hendricks. The committee agreed to review the prepared meeting minutes with this in mind.

Program Coordinators Report (See FY2018 Worksheet)

Mr. Giles provided the committee with an update on the FY 2017 budget, including the \$20,000 utilized for capital projects. An additional update was provided regarding the computer

replacement as fifteen (15) have been ordered, three (3) more than what was approved previously. Mr. Giles informed the committee that the new machines used in the classroom will not feature Final Cut Pro, a software package which has been discontinued. Instead, these computers will use a "MacApp" bundle package which includes unlimited software upgrades when the license is active. Twenty (20) licenses have been ordered to also allow students to use the software on school laptops through a sign-out process. Old computers are being divided up and considered for repurposing as the resale value is only approximately \$50 for each unit. The IT department has agreed to setup the new computers so the labor will not have to be outsourced to a technician. The expectation for the completion of this process is the middle-to-end of August.

Mr. Giles also provided an update on the flypack system which will have the potential to shoot footage in slow motion. The goal is to have this capability ready before football season.

Member Issues

Mr. Hogan noted a number of social media threads incorrectly characterizing the town's relationship/commitment to Charter as a cable provider. The Committee agreed with Mr. Giles' statement that any cable provider can come into town and provide service, but they choose not to. Mr. Hogan further clarified that the Board of Selectmen are not stopping any cable providers from coming into town. Mr. Giles recalls having asked other providers to come into town, but such providers have turned this offer down as it would be a costly investment none of them want to take on.


Process Meeting Minutes


The committee reviewed the prepared minutes and did not recommend any changes.


Mr. Hogan made a motion to accept the February 2, 2017 meeting minutes of the Cable Advisory Committee as written. Mr. Butler seconded the motion and it passed unanimously (3-0-0).

At 6:45 PM Butler made a motion to adjourn the July 25, 2017 meeting. The motion was seconded by Mr. Hogan and passed unanimously (3-0-0).

Minutes prepared by Andrew Gorman on July 30, 2017 and approved by majority vote on 4/17/2018.


Mark Stacy, Chair


Andrew Gorman, Vice Chair


Jim Hogan

Alfred Butler