

Received by  
Uxbridge  
Town Clerk**Uxbridge Cable Advisory Committee  
January 17, 2019 Meeting Minutes**

**Uxbridge Cable Advisory Committee Members present:** Mark Stacy (Chair), Andrew Gorman (Vice Chair), Thomas McNulty (Member) (collectively 'CAC')

**Absent:** James Hogan (Member)

**Also Present:** Director of Uxbridge Community Access Television (UCAT) Barry Giles.  
Meeting held at Uxbridge High School (TV Studio).

It being 6:02 PM, the meeting being properly posted, duly called and a quorum being present, Chairman Stacy called the meeting to order.

**New Business:**

*Note: Some items were skipped over as the School Superintendent could not attend due to a meeting conflict.*

**Future Curriculum for TV Production Class:** Mr. Giles provided the Cable Advisory Committee with a drafted Memorandum of Understanding. He was recently approached by the principal regarding a new 'pathway' program. This is a multi-media program which will offer the students a particular curriculum over the span of their four years, including TV production, graphic design and photography. Mr. Giles noted that the past year had been positive overall, but wanted the CAC to review the memorandum before signing. The CAC reviewed and agreed with Mr. Giles on the contents. Mr. Giles also intends to invite professionals in the various industries to come in and present to the students. Expanding the program to include audio production was also discussed. No new equipment would be needed for recording podcasts as the cable studio is already equipped with the necessary materials. Opportunities for low-frequency broadcasts were also discussed. Mr. McNulty asked if the kids intend to interact with any of the coverage of government meetings. Mr. Giles outlined how that has worked in the past with staff from UHS and opportunities to continue going forward.

**Cable Studio/Office Space in the High School:** Mr. Giles discussed a recent interaction with the Assistant Principal. Items were being moved around in the studio without permission during a class held in the studio. The CAC was concerned/disappointed with the Assistant Principal's response that this space did not belong to UCAT rather than trying to come to a productive resolution. Mr. Giles discussed the possibility of establishing a policy for utilizing the studio space and equipment, and agreed to undertake the task for the CAC to review. Mr. Giles and the CAC also agreed that it would be helpful to have the terms of the rental agreement in writing, including who is in receipt of the money.

FY2020 Budget Recommendations: The CAC had a general discussion about the FY2020 budget. Mr. Giles is tasked with preparing the budget worksheet to be voted on at the next meeting. CAC members reviewed a draft of the current budget. The Town Manager has instructed Department Heads to level fund in such a way that would not support Cost of Living Allowances as raises for non-union personnel. Mr. Gorman expressed displeasure with this policy decision, stating that it will have direct impacts to employee morale and continuity among professionals. Members discussed specific lines in the budget relative to the transit van (has +/- 13,000 miles on it) and its budget for gas, equipment maintenance, the lifespan of the leased computers/software utilized by the school, the program and entertainment account, quotes provided by Lightweight Media for storage, office supplies and membership dues. Mr. Giles also informed the CAC of potential discrepancy in numbers from a former town accountant, and the CAC will look for clarification at the next meeting. Mr. Giles will prepare multiple versions of the budget to be considered at the next meeting.

Mr. Giles reminded the CAC that they were tasked with establishing goals for his position. CAC members agreed to attend the next meeting with specific goals in mind.

Program Coordinator's Report: Mr. Giles informed the CAC that he is pursuing producing his own show starting in February which will feature interviews with Town Hall staff, volunteers and other community leaders. His first interviewee will likely be Mr. Gallerani, the Town Planner.

Member Issues:

Members continued their discussion of the proposed FCC rule change, which status was unclear at the time of the meeting.


**Old Business**


Contract Negotiations: CAC members maintained that Charter will need to fulfill its contractual obligations for fiber installation prior to the new negotiations with the Board of Selectmen as the licensing authority.

Meeting Minutes: Mr. McNulty Moved to approve the Minutes of November 17, 2018 as written. Mr. Gorman seconded. The motion carried 3-0-0.

*At 7:05 PM Mr. Gorman made a motion to adjourn the January 17, 2019 meeting. The motion was seconded by Mr. McNulty and passed 3-0-0. Next meeting is scheduled for 6 PM in the Cable Studio on February 7th, 2019.*

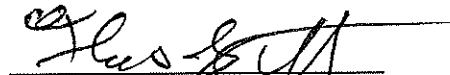
Respectfully prepared by Andrew Gorman. Approved on 2/7/2019

  
Mark Stacy, Chair

  
Andrew Gorman, Vice Chair

**(Absent)**

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Jim Hogan

  
Thomas McNulty