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**Uxbridge Cable Advisory Committee
February 7, 2019 Meeting Minutes**

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

Absent: None

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

It being 6:05 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.

FY2020 Budget Recommendations: The CAC reviewed the memorandum provided by the Town Manager regarding the FY2020 budget requests, which states "do not budget for department head/non-union increases". The CAC discussed what the directive might mean for the cable/PEG budget, which is funded by a separate mechanism through the cable surcharge.

Mr. Giles mentioned that Line 5306 was removed as per the advice from the administration on how technology support services are being relegated by the IT department. As discussed during the previous meeting, Line 5730 increased by \$50 due to costs associated with Mass Access Membership. Mr. Giles recently conversed with Ms. Kelley (who is providing interim town accounting services) about whether or not the department was actually overbudgetted due to discrepancies with the former accountant. The CAC mentioned that one option would be to request copies of the checks provided by Charter Communications/Spectrum to see how much was actually deposited into the PEG account over the last few years. The CAC expressed concern with what it referred to as "dartboard" accounting that may have occurred in the past.

The CAC reviewed three (3) versions of the FY2020 budget, one (1) with COLA increases included, one (1) without COLA increases, and a blank document that did not provide direct line recommendations. Mr. Stacy and Mr. Gorman questioned whether previous raises which were guaranteed by word of mouth but not by contract would be honored in the process. The CAC stated that ultimately these types of agreements should be provided in writing in the future, especially in situations where staff is offered opportunities elsewhere but stay with Uxbridge based on the prospect of raises guaranteed by prior administration officials.

Mr. Gorman opened the the Massachusetts Municipal Association's Job Board during the discussion and pointed out that there were openings for PEG/Cable Employees at much higher rates than what is being offered in Uxbridge. The CAC discussed this issue not only relative to the UCAT Director but also the full-time staff member.

The CAC discussed how services to the town have increased by UCAT throughout the last few years, including an increase in the coverage of government meetings, integration with the school department and sharing of resources, among others. The CAC considered how much of the PEG budget was used to directly support uses by the school, including purchasing and licensing of equipment, computers and software. It was also discussed how there was an absence of a contractual rent agreement between UCAT and the school department, and the current figure was believed to be calculated without an objective understanding of how much the use of this space costs the school department. The CAC considered whether a portion of this amount could be offset due to direct services provided to the school in the cable budget. The CAC also agreed to look further into how much was expended in support of school equipment in past budgets. Using the third budget sheet, the CAC considered off-setting the lack of salary increases by decreasing line 5270 in support of services provided.

Mr. Hogan moved that the CAC recommend the FY2020 budget worksheet with the following changes: moving \$2,000 from Line 5270 and splitting the amount evenly between the two (2) full-time personnel. Mr. Gorman seconded the motion and it passed unanimously, 4-0-0.

Old Business

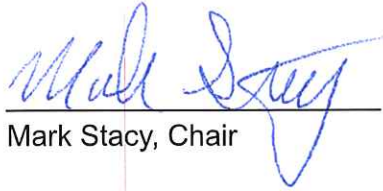
UCAT Director Goals: In addition to the expansion of services, the CAC tasked itself with setting goals for Mr. Giles. One potential goal discussed included setting up a performance review or trajectory of progress for part- and full-time UCAT staff. A second potential goal included asking Mr. Giles to inform the Board of Selectmen of their role as the licensing authority, which has not been discussed during their recent meetings.

Contract Negotiations: As an alternative to completing the fiber installation, the CAC asked whether or not it would be possible to accept a 'buy out' of the outstanding items listed in the contract. The CAC agreed to look more into this option with the town manager and the licensing authority.

Meeting Minutes: Mr. McNulty Moved to approve the Minutes of January 17, 2018 as written. Mr. Gorman seconded. The motion carried 3-0-1, with Mr. Hogan abstaining.

At 7:10 PM Mr. Gorman made a motion to adjourn the February 7, 2019 meeting. The motion was seconded by Mr. McNulty and passed 4-0-0.

Respectfully prepared by Andrew Gorman. Approved on 2/21/19




Mark Stacy, Chair



Andrew Gorman, Vice Chair



Jim Hogan



Thomas McNulty