

**Belmont Cable Access Committee (CAC)**  
**Minutes 2/18/2003**  
**7:30 PM, BCTV Channel 8 Studio**

**Present:**

COMMITTEE: John Verrilli, Todd Bloniarz, Bob Blakelock, Larry Kutner  
COMCAST: Mark Ventola

**Call to Order:** John Verrilli officially called the meeting to order at 7:40 PM.

**Review of 12/17/02 Minutes:**

Minutes of that meeting were reviewed and unanimously approved.

**Issues from the community/complaints/concerns:**

We will schedule a BCTV open house in May, 2003, date to be determined. In addition to groups already discussed, we should approach Belmont teachers and high school students to attend.

Placement of the additional microphone between the Selectmen and the audience at Selectmen's Meetings has been generally successful, but the location needs to be refined so that it doesn't block shots of the town officials.

**Report on studio operations:**

The bulletin board hardware/software is being repaired or, if necessary, replaced. We are considering using the SCALA software, which is being used for broadcast graphics but is really intended for bulletin boards, as its replacement. We would then purchase a PC-based system for broadcast graphics.

There have been no new programming proposals. There will be two new training workshops (1 for adults, 1 for children) in March. We should look into developing training and programming in cooperation with the Belmont Council on Aging. John Verrilli will follow-up.

The problem with the extra key to the high school front door has been resolved after many months.

A Comcast engineer (Radcliffe) has been doing maintenance on the studio equipment. He believes that there will be extra cameras available to match the current studio cameras. We should discuss with Radcliffe whether he could help us design a studio/field upgrade path and strategy. Mark Ventola will follow-up.

**Public meetings coverage:**

We encourage public meetings to be held if possible in the Selectmen's conference room if they're going to be televised. This will allow us to use the wall-mounted camera.

**Review of finances and capital equipment:**

The committee has approximately \$37,000 in funds on deposit with the town, plus approximately \$25,000 in current year and carried-over funds being held by Comcast. It was agreed that we should make significant capital equipment purchases this year to upgrade both the studio and field equipment. Larry Kutner will meet with Mark and Abi to assess needs.

**Next meeting:**

The next meeting will be held on Tuesday, March 18, 2003 at the Belmont Cable TV Studios in Belmont High School.

Respectfully submitted,  
Lawrence Kutner