

Belmont Cable Access Committee (CAC)

10/19/04

Meeting was called to order at 7:30

Three members present, John Verrilli, Jeffrey Bairstow, Joseph Tovaes

Review of Minutes.

The minutes of the previous meeting (9/21/04) were reviewed and accepted.

Budget

John Verrilli reported a balance of 23,109.18 in the budget for the committee. The account number in the town budget is 5033.003.

John Verrilli reported that \$10,000 was missing from the account as a result of a misallocation at Town Hall. John will investigate.

There was a discussion as to whether or not the school department received its \$5,000 payment for 2004.

Studio Operations

John Verrilli reported that there was no signal the past weekend. The problem was fixed after Mark Ventola reported the problem to Comcast engineers. The problem was reported to have been at the head end.

Jeffrey Bairstow asked about procedure for alerting Comcast about problems. He suggested that we assign committee members to monitor the public access channel during the week.

Schedule:

JV - Wednesday and Thursday - October 20 & 21

JB Friday, Saturday and Sunday - October 22, 23, & 24

JT Monday and Tuesday - October 25 & 26

Staff Vacation

John Verrilli reported that Abiodun Shobowale was in vacation for a month. He called Comcast and asked about procedure for coverage during employee vacations. Tamara Green assured John Verrilli that there was an informal process in place to ensure coverage.

Meeting adjourned at 8:32

Respectfully submitted,

John Verrilli