



**VERNON AREA CABLE ADVISORY COUNCIL**  
**Minutes of Meeting dated January 23, 2013**

**Community Voice Channel Conference Room**  
**105 Notch Road**  
**Bolton, Connecticut**

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Attending Members: Paul Batterson, Tolland Representative; Justin Waine, Ellington, Elaine Buchardt, Andover

Attending Guests: John Bairos, Comcast; Nick Lavigne CVC Interim Executive Director

1. Call to Order. Paul Batterson called the meeting to order at 7:18pm and introduced Nick Lavigne, Interim Executive Director to the group. Nick Lavigne said he did an internship with CVC in 2008, and came on board as an employee last April.
2. Comcast Report –John Bairos said Comcast recently awarded 45 high school students the Comcast Leaders and Achievers Scholarships. He said the determining criteria for the scholarships are based on academics, leadership potential and community service, and two of the scholarships were awarded to Vernon area students (one to a Bolton student, and one to a Tolland student. )

Copies of the January 8, 2013 letter from Attorney Hal Cummings regarding the legal action against former CVC Board President Deborah Hilton were distributed and reviewed. The letter updates the chain of events leading to her arrest, Attorney Cummings activities, and the status of the litigation and insurance claim. John Bairos said they will be asking for periodic updates from Attorney Cummings.

John Bairos provided Paul Batterson with a check for \$2,000, Comcast’s annual payment to the VACAC. He also provided a handout new line-up card with new pricing effective January 22, 2013. He said some bundle packages were increased by around \$5, but for the most part Comcast has tried to minimize rate increases.

3. CVC Report – Nick Lavigne said he has been in this new role for just over a week, so he is trying to familiarize himself with the job. John Bairos noted that the CVC Annual Report will be due to them on February 15, and Nick Lavigne said Helen Chatel had left him with a folder of information to go through. Paul Batterson suggested Nick Lavigne might want to connect with other well-run Community Voice Channel operations to help lessen the learning curve. John Bairos said the report generally includes such things as programming hours, tax forms and the budget, and staff policies and procedures. He said an actual report template can be found on-line.

He suggested Nick call him later so they can talk in more detail adding that he can ask for an extension by explaining the situation and that he is brand new.

4. Address whether the VACAC should request a quarterly or semi-annual financial report from CVC – Paul Batterson said he posed this question to Marie Burbank and she wrote in an email reply that she will bring this request to the Board. Paul Batterson said he recommended this because he feels there should be some better financial controls, especially in light of the litigation involving Deborah Hilton.
5. Correspondence from Attorney Cummings – The Board reviewed this earlier in the discussion. Per the letter, Deborah Hilton is expected to be back in court this Friday, January 25, and Paul Batterson said he hoped they will have some additional news afterwards.
6. VACAC Financial Report – Paul Batterson distributed a report on the Council's financial activity from January 1 through December 31, 2012. He said he would like for the next meeting to have some proposals from the Council on what they might want to spend their excess money.

Elaine Buchardt noted that the people who use the cameras at meetings at Andover town hall are all volunteers and receive no pay or stipend. Paul Batterson, however, said he feels payment for services of this type should be the responsibility of either the individual towns or the CVC.

Nick Lavigne suggested the VACAC might want to use some of the money to offer a scholarship. Paul Batterson said this is a possibility, with the criteria being determined by the CVC.

Justin Waine asked John Bairos what other Advisory Councils do. John Bairos said it is usually either scholarships or grants and if they want to go this route, they should try to get a grant process in place. Paul stated that he would like to discuss the use of the approximately 6,000 surplus at the next meeting

Paul Batterson noted that he should be posting VACAC meetings in the newspaper as they are open to the public. He said he could also email the agendas to Nick Lavigne to post them on their bulletin board.

Nick Lavigne asked if the VACAC is in need of any new members. Paul Batterson said they are always looking for new members and said all of the representative towns are allowed two members, and Vernon gets three. He said technically new members need to be appointed by their local Town Council, library or school board. Nick Lavigne said he can put a link to the VACAC website on the CVC website. Annie Gentile said she is a reporter for the Reminder and will inquire how the VACAC might get a notice in the paper about the need for additional volunteer members and if there is a fee.

Nick Lavigne said they are trying to get some better checks and balances of the CVC's finances in place, so currently he and two others—Marie Burbank and Chris Moyer—are looking at the finances in addition to him.

The Council discussed the \$150 amount on the financial report for the VACAC website. Elaine Buchardt said Larry Perosino is probably the most active on their website doing regular updates. Paul Batterson said it is set up to be easy for the layman to use the site, to post minutes and add articles. He noted, however, that they have some phishing problems with the complaints section on their site that needs to be remedied.

7. Other Business – The next meeting was set for Wednesday, April 10 at 7:00 P.M. in the Community Voice Channel Conference Room. Nick Lavigne checked the conference room schedule log and indicated that the room was free. The meeting was adjourned at 8:10 P.M.

Respectfully submitted,  
Annie Gentile  
Recording Secretary