

**Watertown Cable Access Board
Minutes
March 17, 2026**

**6:00 PM
Topic: Board Meeting**

Attendance: Sam, David, Jim, George, Elaine, Andrea and Evelyn

6:09 - Call to Order

6:01 - Approval of Minutes

- [February 24, 2025](#)

Discussion about

Motion to approve made by George, seconded by Sam. Approved by the board.

6:13 - Community Outreach & Fundraising Coordinator's Report

- Outreach & Fundraising Updates

Evelyn gave an update on donations - thank you, Conleys!
She spoke about what Westford CAT on what they're doing with advertising (ie, print newspapers with sponsors and ads, etc.)

She has also reached out to PYD - Partners for Youth with Disabilities to do a partnership to have kids at the studio to learn and help out.

Just started the trial for GrantX. Better than Grantstation so far, so checking into what opportunities there may to apply for upcoming grants.

Motion to accept Evelyn's report was made by Sam, seconded by George. Approved by the board.

6:23 - Treasurer's Report - presented by Andrea in James' absence.

Andrea went over the document in the Google drive.

Motion to approve was made by Elaine with the amendment to add vendor names for reference., seconded by Sam. Approved by the board.

6:28 - Reports of Committees

- Finance Committee
 - Approval of [Minutes](#)

David reports - finance subcommittee did meet to discuss contract with Comcast, and put together some documents to share with the city manager.

Goerge suggested that the meeting minutes should separately list committee members vs ex officio and staff.

George made a motion to accept the report, seconded by Sam, approved by the board.

- Bylaws and Organization Committee
 - Approval of Minutes - James took notes in the meeting, but didn't make minutes.

Two agenda items. One was changing committee structures. This was moved forward out of committee to the board for a vote. Changes are noted in the link below.

The changes help to streamline voting in subcommittee members - officers will be ex officio non-voting capacity. The second topic was around copyright. This still hasn't been resolved.

Currently, the producer owns the copyright, but gives WCA-TV a 5 year play license until it reverts. If they want to move it to a pay channel (ie, Youtube monetized) then a cost share, credit might need to be considered. They talked to other stations to see what they are doing. Someville does have a threshold line where if something does get revenue, then there's a 2k fee for profit sharing.

Elaine brought up the question of people posting content on Youtube (ie, 617 group on Youtube posting public meetings with commentary, and Waltham Access submitted youtube strikes for copyright violation what was considered a fair use of content.) We might need to come up with a recommendation for people reusing content at some point.

Little Conversations currently don't have any cross linking from their site and so should be addressed on their site.

Motion to approve the report was made by George, seconded by Elaine. Approved by the board.

- Vote to Approve Changes to [Bylaws](#) Regarding Committee Structure

Vote to approve the change to the by-laws. Motion made by George (with discussion), seconded by Sam.

Roll call vote:

Yes votes

Sam
Jim
David
George
Elaine

Nay votes - none.

Discussion: - Suggestion of 2 small changes.

“ex officio” - clarify non-voting role in subcommittees. Suggestion that all instances should be the same.

Section 4 - change “implement” to “explore and advance” strategies (in the fundraiser subcommittee. Staff will implement fundraising opportunities or the board as a whole, not the subcommittee.

Currently there should be three board members outside of the ex officio members. That person should be voted

6:52 - Executive Director’s Report

- General Organization Updates

Update on bookkeeper/admin position. Slow start to interview. Andrea did 3 in-person interviews and has a good option that she will offer the position to tomorrow. (yay!) Feels like this person is a good candidate and is enthusiastic about helping others. Hopefully if the candidate accepts they might start as early as next week.

Council chamber upgrade - met with Ockers about camera placement. Adding a 4th camera to get the correct angles. Currently planned for this summer. Question about whether the rack will remain and Andrea confirmed. But it will be documented and clear to council members and contractors so existing cabling stays where it needs to do. Some questions about fixed wiring, audio, movability, etc.

All groups will be moving to Zoom webinars for better security - Victoria and Andrea will be hosting some training sessions for a July 1 implementation.

Victory Field update - Andrea contacted Comcast and has a ticket to look at the broken fiber and to make recommendations for repair. She’ll check and see what the timeline is - If there’s a project manager, it might be good to reach out before they pass the point of no return in terms of the project where the cable can’t be laid. Andrea will be talking to the city engineer to coordinate details. George noted that in the original build 10 years ago, but doesn’t remember if they had actually delivered as-builts of what the cable run had been in. It’s possible it may have been filed with the city. Andrea will contact the city engineer and touch base on getting a Comcast walkthrough at the field.

Website is in progress with a demo for the board planned for the next meeting.

Spring/Summer interns - 6 interns (3 high school, three college) starting in May and through part of the summer.

Andrea talked about upcoming events - WPS tour, LLC Watertown’s Open podcasts coming up, and STEM night at the end of April.

- Federal and State Legislative Updates

Not much in terms of updates. Next month there is a Hill Day congressional visit and advocate issues to community media. Goal - communicate the dangers of H.2289 (take things back to pre-cable franchise days.) Make it a goal to communicate what this could mean for communities.

Talk about ADA ruling - (ie, audio descriptions) and how this may be an undue burden to communities (ie, cost or workflow.) This will only apply to content after the implementation date of April 2027 for communities under 50k. For those with over 50k population, implementation is April 2026. Andrea said some communities are scrambling to implement and it is currently unclear what the plan is on compliance monitoring.

They did look into costs of what it would cost to do this. One example is Mediascribe which is 4k for 100 hours of content. Mediascribe (part of Cablecast) utilizes the pauses (at least 3 seconds) to add their descriptions. They are looking at other options.

- Programming Highlights and Comparisons - Andrea went over the highlights (doc in meeting folder)

Motion to accept the report was made by George, seconded by Sam. Approved by the board.

7:01 - President's Report

David will address the executive session. He's still working on the report from the training he attended with the city, but will wait for the full board (once a new replacement member for Chris' position is filled.)

Motion to enter executive session by George to discuss contract negotiations, seconded by Sam, and approved by roll call vote (take roll from above)

8:28 - Old Business

- Reorganize [Committees](#)

Photos will be taken at the next board meeting

8:29 - New Business

Photos will be delayed until we have a full board with new member.

Power shutdown Phillips - April 21st most probably

8:30 - Future Meetings

- TBD: Finance and Fundraising Committee
- April 14, 2026
- April 16, 2026: Bylaws and Organization Committee

- May 19, 2026

Motion to adjourn was made by George, seconded Sam, approved by the board.

8:32 - Adjournment