

**CHESHIRE, MERIDEN, SOUTHLINGTON CABLE ADVISORY COUNCIL  
MINUTES OF NOVEMBER 16, 2016  
COX COMMUNICATIONS IN CHESHIRE**

**Members Present:** Rosalie Fountain, Sandra Brunoli, Henry Chase, Richard Kiewlen, Adam Grippo, Karen Roesler, and Susan Moore

**Members Absent:** Mike Solimine

**Cox Cable:** None

**Others Present:** Kathy Doherty, Recording Secretary

Chairman Rosalie Fountain called the meeting to order at 6:30 P.M. and read the charge of the Council.

**SECRETARY'S REPORT – Karen Roesler**

Karen called the roll and a quorum was determined.

Rosalie noted that there are corrections to the October 19, 2016 meeting minutes as follows:

- Peter Talbot was present at the meeting.
- The check from Cox was addressed to Rosalie at home but not directly to Rosalie and she could not cash the check.
- Karen Roesler was in attendance at the meeting.

**MOTION:** To accept the minutes from the October 19, 2016 meeting with the above noted corrections.

Moved by Adam Grippo, seconded by Richard Kiewlen, motion was passed unanimously by the Council members present.

**TREASURER'S REPORT – MIKE SOLIMINE**

Mike could not be at the meeting as he is taping at the Town Hall. The balance in the checking account is currently \$248.52. Mike will deposit the stipend check of \$2,000.00. Rosalie put the check in her book and totally forgot about it. She only gave it to him yesterday.

**MOTION:** To accept the Treasurer's report.

Moved by Adam Grippo, seconded by Susan Moore, motion was passed unanimously by the Council members present.

**COMMUNICATIONS FROM THE PUBLIC**

None.

**COMMUNICATIONS BY MAIL**

None.

**CHAIRMAN'S REPORT – ROSALIE FOUNTAIN**

According to the By-laws, for a quorum we need four people present from at least two Towns, not all three Towns need to be present.

Rosalie would like to see the minutes reduced in size, she does not feel they need the level of detail, only important items need to be included.

Now that we have a Secretary, Rosalie read the By-law duties of the Secretary of the Council. The last section states that some of the duties may be delegated to the Recording Secretary who shall be compensated for their services. Rosalie was just told today that if the services go over \$600.00 a 1099 must be filed.

Rosalie also stated that if there are questions of the Town Clerks in the three Towns the Secretary or the Chairman should make those calls.

Kathy stated that she has been doing the minutes for almost thirty years and has decided that she will be retiring as Recording Secretary from the Cable Advisory Council after the May 2017 meeting. She originally started when it was Dimension Cable and the meetings were held in Meriden and there were ten meetings a year.

There was discussion on Kathy's salary and the fact that there are many duties above and beyond that of a recording secretary that Kathy does.

Beth stated that when she agreed to be Secretary she wasn't signing up for all those duties because that it a lot. That is the glue that keeps us all going here.

Kathy also noted that there are many times when there are not funds available to pay her bills and she has to wait to submit them. Currently, she has not submitted her last two meetings bills because there is not enough funds to cover them.

There was discussion that when looking for a replacement they structure the payments to keep them under the \$600.00 so that a 1099 is not necessary. They could pay \$75.00 / meeting which would include typing up the minutes. That being the case they should have the money in the budget to pay the people on a timely basis instead of making them wait.

Rosalie explained that the problem is that Cox will not allow Peter to submit the Check until September. The check we got in October was for Jan – December of 2016.

It was suggested that if the Council could get internet access at the meetings the minutes could be taken right at the meetings on a laptop. They could then take them home and clean them up and email them out to the Council members.

It would still be necessary to have written minutes as it is required to have written minutes filed in the Town Clerks office in Cheshire. Southington must also have written minutes but they accept emailed ones and they will print them out. Cheshire also requires written Notices of Meeting Cancellations.

Rosalie asked if Kathy would be willing to sit down with the Recording Secretary replacement to explain what needs to be done. Kathy also agreed to give the Commission extra time if necessary to find a replacement.

The issue of the 1099 was discussed and both Karen and Susan felt that it was their responsibility not to ignore the law and explained that was the reason they were questioning the lack of the 1099 and that they were upset with the response from Cox regarding this issue.

Kathy has always filed as taxes as an independent contractor but has never received a 1099 and to her knowledge the Council does not have a tax number.

Rosalie noted that the Council does, however, send in a yearly report to the State.

The Council thanked Kathy for her service and asked her if she had officially submitted her resignation and if she would reconsider. They asked if she would come to the January meeting with either a suggested compensation or a resignation.

**COMPANY REPORT – PETER TALBOT**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

New Meeting Dates.

Motion: To accept the proposed meeting dates.

Moved by Adam Grippo, seconded by Susan Moore, motion was passed by the Commission members present.

**NEXT MEETING**

The next meeting will be held on Wednesday, January 18, 2017 at 6:30 P.M. at the Cox Studio, in Cheshire.

Henry stated that he would like to send out a press release for the next meeting. It was felt that it would be a better idea to try to do that for the March meeting due to possible better weather conditions.

Kathy stated that with the current way of sending out emails two weeks in advance to see who is planning on attending and then again one week in advance to see who is attending to determine whether or not there is a quorum, that it too late to send out a press release. You need a two week notice in order to send out a press release.

It was decided that an email will be send out two weeks prior to the meeting and an immediate response will be required. After that time, the only reason to cancel the meeting will be weather related.

**REMINDER**

**Rosalie has requested that anyone who is unable to attend the meetings, that they please contact either Kathy or herself. If we do not have a quorum, you will be notified not to come.**

**ADJOURNMENT**

**MOTION: To adjourn the meeting.**

**Moved by Adam Grippo, seconded by Karen Roesler, motion was passed unanimously by the Council members present.**

**The meeting was adjourned at 7:37 P.M.**

**Respectfully submitted,**

*Kathy Doherty*

**Kathy Doherty  
Recording Secretary**