

LITTLETON COMMUNITY TELEVISION ADVISORY COMMITTEE (LCTVAC)
Meeting Minutes
March 17, 2025 at 7:00 pm
LCTV Studio

Present: LCTVAC – Gary Wilson, Vice Chairman; Lesley Glorioso, Clerk; Dave Astolfi, Scott Glorioso; LCTV – Mark Crory

Absent: Adam DeCoste, Chairman; Allen McRae, Barbara McRae; LCTV – Judy Reid, Kirby Dolak, Nick Casaletto

Meeting called to order at 7:04 pm by Lesley Glorioso.

- **Discussion/Approval of Minutes**
 - Motion to approve February 26, 2025 Minutes. (Motion: Dave Astolfi; Second: Scott Glorioso).
Motion Passed: Aye Unanimous.
- **Chairman's Remarks**
 - None.
- **Report of the Executive Director (ED)**
 - Mark reviewed monthly programming report from January.
 - Top On-demand/YouTube shows January – 1) LHS Girls and Boys Basketball Playoffs, 2) LHS Girls and Boys Basketball Senior Night, 3) Select Board; Studio Usage: 8 hours; Edit Suite Usage: 16 hours.
 - New podcast '01460: On the Go' on every other week recording cycle. Video (uploaded to YouTube) and audio recording. ~538 impressions so far for podcast; 98 views on demand
 - Additional Govt recordings added, did a studio tour for LHS special ed students and instructors, meeting with Friends of COA for October telethon.
 - Things going well re: studio equipment in Senior Center build.
 - Alternate Revenue Subcommittee updates:
 - Shared historical 5-year revenue/# households/average expense trend report. Only 43.7% of Littleton households pay for cable; remainder can get LCTV programming for free through internet.
 - Met with Nick Lawler of LELWD to discuss options. In favor of sharing with LCTV the profits that come in from poles. Need to check if this is legal (money may need to be used on pole repair, etc.).
 - Met with Boxborough Town Administrator, Asst Town Administrator, and Town Accountant. Boxborough is willing to pass their quarterly payments to us instead of having an IMA. Town Accountant will let Mark know the amount of cash balance and payments. New 3-year IMA will be simple with no a la carte.
 - Discussion on whether to set up a 501(c)(3) nonprofit 'Friends of LCTV' in case it's needed. Requires outside legal. Mark will report back on steps in next month's meeting.
 - Need to determine restructuring upon Kirby's retirement. Will there will be salary level changes/job description changes for personnel?
- **Other New/Old Business**
 - Stow TV would like to visit LCTV studio to view podcast setup.
 - Dave would like to see LCTV increase the volunteer producers providing content. Challenging when personal cameras and editing systems are prevalent. Tie in with Friends of LCTV and Park and Rec for promotion - studio offers professional studio with skills and people to help. Need to be out there more and more of a presence on social media. Record some behind the scenes video.

Create promotional video. Make sure we have a booth at Third Thursdays with brochure, producers.

Motion to adjourn meeting (Motion: Dave Astolfi; Second: Gary Wilson). **Motion Passed: Aye Unanimous.** Meeting adjourned at 8:13 pm.

Next Meeting: Thursday, May 1, 2025 at 7:00 pm at LCTV Studio [later rescheduled to Thursday, May 15, 2025 at 7:00 pm]

Respectfully submitted: Lesley Glorioso—Clerk, LCTV