

# LITTLETON COMMUNITY TELEVISION ADVISORY COMMITTEE (LCTVAC)

## Meeting Minutes

May 15, 2025 at 7:00 pm

LCTV Studio

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

Absent: Barbara McRae; LCTV – Judy Reid, Kirby Dolak, Nick Casaletto

*Meeting called to order at 7:35 pm by Adam DeCoste.*

- Prior to meeting, Committee toured Shattuck Street Senior Center
- **Discussion/Approval of Minutes**
  - **Motion** to approve March 17, 2025 Minutes. (Motion: Scott Glorioso; Second: David Astolfi).  
**Motion Passed: Aye Unanimous.**
- **Chairman's Remarks**
  - None.
- **Report of the Executive Director (ED)**
  - Mark reviewed monthly programming report from March and April.
    - Top On-demand/YouTube shows March – 1) Select Board, 2) Community Info Session PSA, 3) 01460 On the Go. Studio Usage: 10 hours; Edit Suite Usage: 22 hours.
    - Top On-demand/YouTube shows April – 1) Candidates; Night, 2) ATM Preview, 3) Candidates for Election Spots. Studio Usage: 11 hours; Edit Suite Usage: 16 hours.
  - Busy April preparing for and working at Town Meeting, Littleton town election prep, 250<sup>th</sup> anniversary show for Patriots Day, Boxboro Town Meeting prep.
  - Alternate Revenue Subcommittee updates:
    - Mark presented to LELWD Board. Commissioner Melissa Hebert will be LCTV liaison.
    - Will fund through grant by LELWD. Sharing profit from poles is not possible.
    - Have found that most other towns are subsidized by their town.
    - Boxboro is going to give funds.
  - **Motion** to authorize Executive Director, Mark Crory, to approve any accounts payable bills for FY26 up to \$5,000 without a Littleton Community Television Advisory Committee member signature. Any accounts payable bill in excess of \$5,000 must be co-signed by one member of the LCTVAC. (Motion: Allen McRae; Second: Lesley Glorioso), **Motion Passed. Aye Unanimous.**
  - **Motion** to designate Executive Director, Mark Crory, as the only signature required on all departmental payroll sheets for FY26. In the event of his absence, one member of the LCTVAC will sign-off on all departmental payroll time sheets. (Motion: David Astolfi; Second: Allen McRae).  
**Motion Passed. Aye Unanimous.**
  - Mark shared presentation he made to LELWD
    - Number of residents subscribing to cable is declining. LCTV being funded by only 44% of residences in town (those who are cable subscribers); the remaining 56% of residences are getting LCTV programming/services for free via internet.
    - Reviewed financials – each year LCTV is drawing from its savings to fund as expenses exceed revenue.
- **Other New/Old Business**
  - None.

**Motion** to adjourn meeting (Motion: Lesley Glorioso; Second: Allen McRae). **Motion Passed: Aye Unanimous.** Meeting adjourned at 8:13 pm.

**Next Meeting:** Wednesday, June 11, 2025 at 7:00 pm at LCTV Studio

**Respectfully submitted:** Lesley Glorioso—Clerk, LCTV