

**CABLE COMMITTEE MEETING
MINUTES
SEPTEMBER 7, 2023 AT 1 PM
COA
17 WEST STREET, PAXTON MA 01612**

Attendees: Scott Wilson, Nick Powlovich, Heather Munroe;
Howard Root (AV Designs); Charley Paige (Telvue)

Absent: None

Opened the meeting at 1:27 PM.

OLD BUSINESS

1. Minutes of August 24, 2023

Amendment to the 29th minutes on closed captioning.

Motion by Scott to approve as written, seconded by Heather. 3-0.

2. RFP – Follow-up meeting with Telvue

Questions on the price proposal as we reviewed the document –

A. **Trade-In Credit** - \$2,000. Is this something that we still want.

Trade in Credit – There is a trade-in credit for \$2,000 – would remove the tightrope system away and give an additional \$2000 credit. If we opt not to opt for this option, the bottom line of the quote does not change, it could only be reduced. Telvue prefers that Town does not sell off prior equipment, unless harvest in parts. Bottom line of quote will remain at \$88,674.35. Modify the trade in on the quote from trade in to “professional consideration discount.” If the Town decides to have Telvue remove the TightRope system, Charley has confirmed that they will do so at no additional cost.

B. **Branded OTT** – one time fee’s for setup. Going forward subscriber would be responsible for covering the costs. Clarification is there an annual cost.

Branded OTT - There is no annual cost, the cost for managed content is covered by the Cloudcast. \$3,060 per year including bandwidth for live streaming and adaptive bit rate, on demand, media exchange, HD, transcoding. This is for one year. Going forward, there is an annual cost of \$3,060 per year starting year 2. Charley said if the Town wanted to add the additional 4 years during this purchase, can include additional years at a discount. This would add less than \$12,240. Charley will calculate and there will be a discount for the additional four years.

- C. **Smart Caption** – 2000 hours encryption pre-recorded materials. Page two has the total, and three per hour transcription fee. **Closed Captioning** – 2000 hours on closed captioning. What does Approx of 20% of real time mean?, and approx. 40% of real time. Need understanding if these are fees for additional hours.

Page 3 of spreadsheet on the Price Proposal packet. Future purposes of transcription hours graph. If you bought 2000 hours of closed captioning, roughly 20% current programming hours to the tune of \$5k. Current quote is 16 hours per month for five years. None of the transcription hours every expire. Benefits of the closed captioning is that you can create a text file that you can export, you can also search the text file. Custom language setting for spelling.

- D. **Technical Support** – What is the difference between the customer support on the quote page \$11k and the Telvue Care Technical support for \$22k. The breakout cost for the extended warranty for the system is another \$22,896.

Telvue Care – 3 years are at no charge. Two additional years at 20% discount. Includes hardware and software, 24/7/365 tech support, 3-5 annual software upgrades, and unlimited training. Telvue Care is for future purchases on page 3 of the sheet.

- E. **Non-price proposal** – *Optional IP capture for streaming sources (2) Included.* Limited to recording two streaming sources simultaneously. We can go up to four capture models in this system.

- F. **Clarification by Telvue.** Telvue quote pages, Hypercaster CBB. This is for the bulletin board system. This is an internal system, creates a timeline with the server, with P&G Slides and PSAs and can be designated as continuity to fill in gaps between programming. Each channel can have its own bulletin board system, or you can share. Info View more functions – cloud based, upload things, setup RSS feeds and news feeds. More resources to setup and maintain. Hypercaster CBB is more user friendly and easier to use and less time consuming. Difference in costs are nominal. \$2400 for Info Viewer. For an additional \$2400, we could add the Info Viewer capital purchase now. And those could be divided up on any or all of the channels. Telvue provides trainer.

- G. **Does this include Fire TV?**

Quote includes it, it was omitted on the non-price proposal.

Charley will add Info View standard (2400 to quote) and will add 4 additional years cloud cast service less than 12k, and will retitled trade in discount as no change. Revised quote would be less than \$103k.

Motion to recommend to the Select Board to accept the RFP 24-08 Cable Equipment quote provided by Telvue and award a contract to Tevlue not to exceed \$103,000 by

Heather, seconded by Scott. (3-0)

3. Vote on Station Complex Room Camera and PA system.

Shawn is able to do the work during normal working hours. Shawn is going to do the labor. Total Ockers cost for stuff is \$9,100.

Motion to hire the Ockers for the installation of the PA System and Speaker system in the amount of \$9,100 by Heather, seconded by Scott. 3-0

Add to next agenda, DVD Recorder and a new laptop.

Motion to adjourn by Heather, seconded by Scott. 3-0

Adjourned 3:08 PM

Submitted by: Heather Munroe