

**CABLE COMMITTEE MEETING
MINUTES
DECEMBER 6, 2023 AT 2 PM
TOWN HALL
697 PLEASANT STREET, PAXTON MA 01612**

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

Absent: None

Opened the meeting at 2:12 PM.

OLD BUSINESS

1. Minutes of October 18, 2023

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

2. PSC Community Room, TelVue install and wifi cam updates

TelVue is finished hardware install, need to tie in 3 channels. Can access. Ockers installed fifth camera and PA system with wiring and speakers, waiting on feedback destroyer. Nick will change dates with Charter. Switch to be installed for static ip addresses.

3. Charter Contract renewal update

Outstanding concerns: (1) COAX install included; (2) Senior Discount; Licensing fee \$0.50 per subscriber; Request max 5% return on annual revenue; PEG funds - \$125k. 16 cable boxes – Light department has 3; cable, DPW, Library (no charge), COA (2), fire/pd (8). Future upgrade 1 HD channel (\$900/month- renig 3rd channel for 1 high def). Exnay the high-def request. Nick spoke to Kirk about the contract revisions and he is on board.

Motion by Heather to authorize Nick to continue negotiations with Charter and submit the proposed changes as reviewed and revised today, second by Scott. 3-0.

4. 1st quarter 2024 Cable Funds

12/01 PEG Balance	\$314,336.00
TelVue payment	\$102,827.60
Ockers -	\$ 2,501.00
Ockers- PA Install	\$ 6,627.00
Howard Invoice (process)	\$ 425.00
	\$201,968.74

Motion by Nick to pay AV Designs invoice to date of \$425, second by Nick. 3-0

NEW BUSINESS

5. Clean out town hall studio & Office space and Storage

Working on cleaning out the office/studio space. Surplus equipment to be declared by Committee and then SB to then move forward in an online auction. Nick has talked to Donna about keeping the office space for storage. Howard recommends making an asset list with anything that has a value/serial number, even if obsolete. Nick to talk to Mike at Fire about storage room and rack.

Motion by Heather to authorize Nick to inventory and asset list all the unneeded equipment and complete the Town's Surplus form to submit to the Select Board for approval, seconded by Scott.

6. Phone service location

Check with Donna TPX phone, then reach out Sean at fire station. The Town currently pays. Consideration for a smart phone for Scott. Control capabilities with remote operation on a smart phone. Spectrum uses Verizon as their service provider, for less costs.

Look at entire employee setup and budget for the committee and expenses.

7. OTT branding

Howard is still working on it. Revise it to all mono-chromatic. Nick will get it over to TelVue to start working on the channel.

Concerned that all equipment was on when Scott was in one day in the studio, not sure how it ended up being turned on. Should have a login for the computer system.

Have Ryan take a look at computer for Scott for office 365.

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

Adjourned 3:22 PM

Submitted by: Heather Munroe

Approved – 05.03.2024