

**Town of Paxton, MA  
Cable Meeting Minutes  
February 3, 2023**

**Attendees:** Nick Powlovich, Scott Wilson, Robin Tasca, Howard Root, Consultant  
Meeting Opened 2:08 PM

**Approval of December 21, 2022, Meeting Minutes**

- Unanimously Approved - Scott 1st, Nick 2<sup>nd</sup>

**Station Upgrade**

**Public Safety Complex Station:**

- The podium mic does not connect into the system. We will need to put a wireless mic on there
- The digital mixer is not in yet
- Still have a bunch of small things that need to be done in our equipment room and run additional cabling
- The 1/30/23 BOS meeting was successful – kudos all around
- FinCom will be having their first meeting next Wed. 2/9

**RFP:**

- Rev. 8 few edits/typos on pages 3, and 5
- Nick reports Heather has two more weeks before she can get to our procurement. He let her know that we looked 3 system demos. Heather said we could go a direct manufacture route. We agreed to continue with the RFP
- Lengthy discussion on the 3 demos weighing all pros and cons
- Nick, Scott and Robin to create criteria list and importance ranking for RFP decision making

**Other Business:**

- WPAX-TV email is not working. Robin will contact town IT
- Bulletin Board Policy
  - Reviewed the policy and request form. Both were created to mimic the Town Community Calendar and eSign policies and forms
  - Need to make minor formatting edits to the request form
  - Motion to adopt the policy and request form – Nick 1<sup>st</sup>, Robin 2<sup>nd</sup>. Approved Unanimously
  - Robin will post on our web section
- Contract
  - Holden renewed the contract with getting High Def
  - Due to declining cable subscriptions and our work with the station upgrade we should just move forward with securing a new contract.
  - Nick will contact our Charter rep to start the process

**Meeting adjourned at 4:15 PM. Meeting reopened at 4:18 PM**

- Discussion on the wireless mics and audio issues with Consultant Howard. We will need to jury rig the system until the new mixer comes on.

**Meeting adjourned at 4:30 PM**

*Submitted by Robin Tasca, Clerk*