

**CABLE COMMITTEE MEETING
MINUTES
AUGUST 29, 2023 AT 11:36 AM
TOWN HALL CONFERENCE ROOM
WEST STREET, PAXTON MA 01612**

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

Absent: None

Opened the meeting at 11:34 AM

OLD BUSINESS

1. Minutes –

- a. Approve August 08, 2023 Minutes
- b. Approve August 24, 2023 Minutes

Motion to approve the meeting minutes of August 8th and August 24th by Scott, seconded by Heather. 3-0.

2. RFP – Review Received RFPs

Committee opened the Telvue Price Proposal to review. Price page was read, \$88,674.35.

Questions on the price proposal as we reviewed the document –

- A. **Trade-In Credit** - \$2,000. Is this something that we still want.
- 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.
- C. **Smart Caption** – 2000 hours encryption pre-recorded materials. Page two has the total, and three per hour transcription fee.
- D. **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.
- E. **Technical Support** – What is the difference between the customer support on the quote page \$11k and the Televue Care Technical support for \$22k. The breakout cost for the extended warranty for the system is another \$22,896.

Recommendation to meet with vendor and review all specifications and compare to RFP specifications. Next meeting, to meet with the vendor to discuss the price proposal.

3. Update on Table Cloth

Material and securing it to the table details are changing. Nick will be looking for a new vendor. 10 feet long on table top and less than 2 ft on each side, and the back is less than 6" and has to cover the two tables. Goal is to keep the table cloth stable and from moving during the meetings.

4. Cable Bulletin Board- Gardening club wants to add notice about their fundraiser for seminars and scholarship funds. **Motion** by Nick to approve, seconded by Scott. 3-0.

5. Cameras – Nick asked if we need prevailing wages for A/V and camera upgrade, the answer is yes if we are touching walls/ceilings. Shawn may be able to assist, Nick will check with Mike. Heather will request PW.

6. Non-profit status – Does this make sense?

Next Meeting – Thursday, September 7th 1 pm. Donna reach out to Telvue to schedule. Nick put together the agenda. At Town Hall.

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

Adjourned 12:30 PM

Submitted by: Heather Munroe