

**CABLE COMMITTEE MEETING
MINUTES
JULY 11, 2023 AT 12:30 PM
COA, 19 WEST STREET, PAXTON MA**

Attendees: Scott Wilson, Nick Powlovich, Heather Munroe

Absent: None

Opened the meeting at 12:43 PM.

NEW BUSINESS: Nick Powlovich Cable & Communications Chair

1. Minutes of May 3, 2023

Edits made to location references, and a few other words were modified. ***Motion*** by Heather to approve minutes as revised, second by Scott. 3-0.

2. Safety Building Studio Update

- a. ***Okers Install.*** We are experiencing some current issues with the installed equipped and service provided by Okers after 6 months:
 - i. Podium Microphone noise. The podium microphone was still making noise. We are working on changing out that microphone now. We have been in touch with Danielle from Okers on the current issues.
 - ii. Camera # 4 failed. We are still waiting on a new camera for Camera location #4, which pans the audience. We currently switched out #1 for #4 while we are waiting. In regards to the camera failure, it is under the vendor's warranty and we are waiting for a determination on whether it will be replaced or repaired, but either way, it will be at no cost to the Town.
 - iii. Studio wires need to be tidied up. Danielle is still supposed to come back and clean up all of the wires in the studio from the install, once scheduled, Nick will join her during that visit.
- b. ***A/C.*** The A/C has been installed and is up and running in the Public Safety Building Studio, although it does emit some noise.

3. Safety Building Access.

Scott is still currently required to notify the Fire Chief each time that he plans to visit the building and if he is bringing any guests. There was discussion about the possibility of Scott using text message in lieu of email for faster responses. He would like expanded access, especially on meeting days. It takes Scott approximately 20 minutes to set everything up, and he feels the most comfortable having everything ready to go earlier in the day. We have now been at the Public Safety Building for just about six months and we are do for a check in to see how everything is going for everyone. **Heather will setup a six-month check in meeting with Mike and Mark to review everything.**

4. Select Board Table Cloth Order.

We need to order a tablecloth for the Board table. We discussed the options of either a skirt or a full table cloth, and have opted to go with a full table cloth as it can easily be secured with picnic table pins. The table cloth will need to be measured and should cover the top, both sides down to the floor, and in front down to the floor. Nick has the digital seal file from Robin. The current cloth is dual colored and has the Town's name and a seal. Nick will check with Julia to see what she would recommend. **Motion** by Heather to authorize Nick to procure a table cloth for the meetings held at the Public Safety Building not to exceed \$250, second by Scott. 3-0.

5. Town department's cable & internet usage

Nick is still concerned that the amount of boxes and costs are not accurately reflected. In negotiations with Charter, he is trying for cable to be covered, and high definition.

6. New Business

a. Other

- i. PA system needed. There were some issues on Monday nights Select Board meeting with the folks in the back of the room having the ability to hear. We do not currently have a PA system for the room, but we have the ability to do so. Nick will look into a PA system and the cost and what is would require for implementation.
- ii. Zoom Meetings. We are having an increasing need to have zoom at our meetings. While Cable is not able to run those meetings, it would make things a great deal smoother if Cable owned the zoom account and someone at the meeting ran it. That would allow the audio to filter through, both incoming and outgoing, through the system. Nick will follow up with Danielle on the capability of the system, whether it can do just zoom or teams, and the instructions. **Motion** by Heather to have Cable Committee purchase a Zoom Account, second by Scott. 3-0.
- iii. Youtube challenges. Nick will review posting to YouTube with Scott.
- iv. Laptop. Scott will be in the need of an upgrade from the current chrome book once we are in receipt of the new equipment. Howard has offered, cost to be determined, to train Scott hands on how to work the new computer as relates to the new equipment.
- v. Reorganization. **Motion** by Scott to leave everything the way it is, second by Heather. 3-0. Nick is Chair and Scott is Vice Chair.

b. Equipment RFP Finalization

- i. The Committee reviewed the current needs for the RFP and Heather worked on the document as they met. Heather will finalize the changes and submit a

revised document for the Committee's review at their next meeting by the end of next week.

Next Meeting – Thursday, 2pm at COA, July 20th

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

Adjourned 3:04pm

Submitted by: Heather Munroe