

**CABLE COMMITTEE MEETING
MINUTES
JULY 20, 2023 AT 2:09 PM
PSC, PAXTON MA**

Attendees: Scott Wilson, Nick Powlovich, Heather Munroe;
Other- Chief Mike Pingitore

Absent: None

Opened the meeting at 2:06 PM.

OLD BUSINESS

1. Minutes of July 11, 2023

Ockers name correction, ***Motion:*** to approve as amended by Heather, second by Scott. 3-0.

2. Safety Building Access

Scott has a desire to stop by as needed and to drop-off items as needed. First Thursday of each month, Fire Union uses training room for their business. Fire Dept business usually at night on Tuesdays and Thursdays. If Scott requests to use the room and no response, come on in and if room is not being used, no objections. Is it possible to have the board marked up when the room is in use. Scott does not need to tell Mike any longer that he is coming. All appointments with outside consultants will still be scheduled through Mike.

We started the move about 11 months ago, and the cable station has become part of the building. Mike will remind all to notate on the Board that the room is in use.

PA System – Speakers are tied into the system in the building. May be able to use them. Mics at the podium are Bluetooth, is there an option to connect?

Nick is in the need of a copy for the key for the cable room. Mike

3. Civic+ Backend Update

Heather provided update. No action for now. Will need to quote at some point.

4. Town Department's Cable & Internet Usage

Hold on this topic. Working on options during negotiations. Nick will chat with Kirk on this topic.

OLD BUSINESS

5. Vote on RFP (Attached)

Committee reviewed all RFP details and made necessary changes, in document as attached. Bids will be due on August 9, 2023 at 12 noon and will be available to receive on Tuesday, July 25th. **Motion** – to Approve RFP as amended by Heather, seconded by Scott. Vote 3-0.

6. Other New business

- a. Zoom Account – Fire department will charge zoom account as a new account for the Town for the Cable Committee and we will charge the account to the Cable line from the credit card.
- b. Charter Update – Would like three lines hooked up so the system is good to go. Once construction is done at PSC, Charter will be able to make updates to their equipment.

Next Meeting – Wednesday, August 9, 2023 at 2pm at Town Hall

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

Adjourned 3:12pm

Submitted by: Heather Munroe