

**CABLE COMMITTEE MEETING
MINUTES
MAY 3, 2023 AT 2PM
TOWN HALL, 697 PLEASANT STREET, TA'S OFFICE**

Attendees: Scott Wilson, Nick Powlovich, Heather Munroe

Absent: None

Opened the meeting at 2:10 PM.

Minutes of April 20, 2023

Motion by Scott to approve minutes as amended, second for discussion by Heather. Location should be added to the minutes. Lower case FOBS. 3-0.

TA Update on Cable & Internet Usage

The TA conducted a forms survey with different departments a month ago. Results are below:

Building Location	How many cable boxes do you have (whether you use or not) in the building?	Do you (aka the Town) pay for your cable monthly?	How much do you pay total for all boxes monthly?
Town Hall	2	Yes	74.99
107 Holden Road	1	Yes	\$87.49
578 Pleasant St	1	No	99
John Bauer Senior Center	2	Yes	119.45
Library	1	No	0

Heather will resend out survey to all departments for most up to date information, so everyone can check their records. Have everyone upload a copy of their bills. Cable will need up to date information so that we can incorporate these numbers in our negotiations with Charter. If all of the bills are minimal, the Cable Access may be able to make all of the bills into one and cover the cost.

Scott does not currently have a cable box in the Public Safety Complex studio to access live cast. New revised survey, along with attachment option for bill sent to building admins.

Update on Station Upgrades

Heather to talk with Mike and Mark about requirements to access the building by cable access parties.

Sound board on order with Ockers is now backordered to March of 2024. Alternatives are available. Howard Root, the consultant, reviewed the options (Option 1 -Allen and Heath SQ6 & Dante Card); (Option 2- Yamaha TF1 & Dante Card); and (Option 3 – Symetrix DSP with Dante, plus custom I/O Panel). Quotes are from \$3k, \$6k, \$5k, Howard believed the highest cost is twice as much as the original. His recommendation is Option 2 for \$3,3100, which is \$800 less than what we had ordered. It has everything we need and extra features. We can have a button for the mic in addition to the slider to put something into automatic mode as predetermined.

Option 2 meets our needs and will be here by June 2023. **Motion** made by Nick to go with Option 2, seconded by Scott. 3-0. Nick will call Danielle from Ockers so we can get the part ordered.

New Business

Discussion funding new backend Civic Plus est. \$5,500. Heather has a quote from Civic Plus on the details of the website upgrade. Heather will reach out to Civic Plus to get more details on what the upgrade would look like and entail and will report back.

Cable currently pays the annual Civic Plus fee of about \$2,900. We will bring this back to the agenda with more information before the end of June.

COA room update. Cindy wants to replace rug and paint the room. They would like to move the cameras to paint and the monolith equipment and cart there. Looking to modernize the cameras. Down the road, hoping to add remote high depth cameras. No dates certain currently.

Currently, Finance and Select Board are the only ones meeting at Public Safety Complex. CIPC is still the only one televised at the senior center. Eventually, goal is to add Planning Board and EDC to be televised. Shawn will work on adding cable in ceiling tiles this week. Zoom cable to be installed this week, according to Shawn.

Nick spoke with Kirk, and he had asked if we have job descriptions for committee members. There is a job description for a Station Manager, according to Scott. Scott will make a copy. Nick and Kirk stopped by the Paxton Center School to look at the sound board. Howard recommends wireless connection for sound board to camera, to avoid long cables. We need to test out a for computers and teams/zooms. Nick will look to see if the computer can be tied into the audio board at the school. Need to test out the school. Camera is currently is on the bulletin board, we need to borrow a camera. Nick will get us scheduled for the cafeteria to test out the theory. If possible, it would be good to go in after they have an assembly so everything is already setup. Nick will get Howard to do proof of process with us and then check it out on the site itself.

Scott can be available to record Town Meeting and it is important to convert to DVD.

Robin is very missed and has helped the committee an awful lot.

Nick will reach out to other communities cable access to see if they job descriptions. Paul from Holden will send Nick everything he has. Holden was unhappy with their cable contract. For

our cable contract, we will take good money as long as we can. Enterprise support has been excellent for us. Would like to get cable boxes and hot spots covered.

Business meetings – Can Scott know in advance when meetings will be happening. We can meet in the dining room to avoid conflicts.

Scott sets up the rooms for the senior center for their programs, regardless of whether or not they are taped. Heather will work with Donna and COA to get Scott set on a calendar to know what's happening at COA.

Scott with all new equipment's, would like scott to take a basic computer course and with some uploading of youtube.

Once we get the broadcast system, update chrome book to a mac book or an Air.

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

Adjourned 3:25pm

Submitted by: Heather Munroe