**Town of Paxton, MA**

**Cable Meeting Minutes**

**December 21, 2022**

**Attendees**: Nick Powlovich, Scott Wilson, Robin Tasca,

Meeting Opened 1:18 PM

**Approval of December 14, 2022 Meeting Minutes**

* Unanimously Approved -Scott 1st, Robin 2nd

**Station Upgrade**

Station Move:

* + Fiber cable has been dropped
	+ Hopefully the 3rd channel happens tomorrow, the time is TBD
	+ Ethernet still needs to go in, but Nick isn’t worried Shawn (Mead, FF) is doing a great job
	+ Jan 6th or 7th we will do the install of everything but the mixer
	+ We are 95% sure we will live broadcast the first Jan meeting at the COA
	+ Jan 30 BOS meeting will be live at the PSC, just not sure on the interface. We have the old equipment and can MacGyver something if need be
	+ Scott has a photo of the old sound board. It should work, we may have to add mics.
		- Can we get them to Howard to assist? Yes he has a plug-in. Just remind Nick when doing the install
	+ Scott doesn’t want to breakdown the COA until we are sure about everything

RFP:

* Nick spoke to Heather the other day. She is the CPO, but he hasn’t heard with the RML issue happening right now
* Robin reminded everyone that the BOS has a process that requires the COP policy need to be in place first. So our RFP won’t happen before January
* Rev. 5 looks good just fix some spellings and add the BB
* Nick needs to ask Heather about the criteria piece. Robin mentioned this is Ch. 5 p 62
* Otherwise we are good to go and it becomes Rev 6

**Other Business:**

* Robin asked what the status of the PFD video is. Nick said its still in progress
* Robin suggested that we create a policy for the Bulletin Board, similar to the town’s eSign and Community Calendar polices.
	+ Nick was not aware those existed
	+ Everyone agreed it’s a good idea
	+ Action, Robin to create a policy for review based of the 2 town policies
* Zoom:
	+ Robin suggested we get an account for the town to use and make it a policy that any virtual meetings use this account and that a Cable member would be a co-facilitator of the meeting for the purpose of controlling the recording and file export. This way the responsibility is not on the Board/Committee chairs and that Cable can easily get the recordings in a timely manner.
	+ Nick wants a Zoom account and require all Boards/Committees broadcast all their meetings.
	+ Robin says this is a great idea, but first we need to get a Zoom account and confirm that we can get buy-in from the BOS/TA
	+ Scott is not comfortable with Cable being responsible for any virtual records. Robin offered to manage
	+ Discussion tabled until the next meeting
	+ Action Robin to talk to Heather (TA) for buy-in

**Meeting adjourned at 3:15 PM**

*Submitted by: Robin Tasca, Clerk*