

Town of Paxton, MA Cable Meeting Minutes December 7, 2022

Attendees: Nick Powlovich, Scott Wilson, Robin Tasca, Howard Root, Consultant
Meeting Opened 3: 07 pm

Approval of December 2, 2022 Meeting Minutes

- Spell out PSC (Paxton Safety Complex)
- Unanimously Approved - Nick 1st, Scott 2nd

Contract

- No update, no contract yet
- John Mayers is working on it

Station Upgrade

Station Move:

- There is a meeting with Ockers, Danielle DeLuca on Fri. 12/9 to trace the lines (Town Hall and Paxton Safety Complex – PSC) with FF Sean Mead
- Nick has mapped out what the lines should look like. He asked PMLD what they have for lines going into Town Hall/PSC for emergency backup. They can override channel 194 if needed in an emergency
- The Jan 2023 BOS meetings are scheduled for 1/9 and 1/23
- We need to get going on the cameras and wiring and breakdown equipment at COA – we need Danielle's assistance with this
 - Scott asked about the cameras interfacing
 - Consultant said he has equipment he can loan us if we need temporarily connect
 - The bottom line is we won't know until we start the move
- Nick has asked Charter/Spectrum if we can expedite the change order

RFP:

- Nick was not able to review with Heather (she is out with Covid)
- Robin said that Donna should have the template (format) we need to use. **Action Nick will contact Donna for template**
- We reviewed the current draft line by line
- Started a brief discussion on volume issues, Scott mentioned vol. issue with Wildflowers program – tabled for a future discussion
- Discussion on Closed Captioning (CC). The goal is to ask for options available and make sure we go with the best to meet our needs
- Discussion on VOD, same as CC. Ask for options
- Is it redundant to say, "additional live cast?" Because our tri-cast system allows for OTT (over the top) for live-casting with other channels
- Nick questioned why we purchased a tri-cast with the mic upgrade.

- Nick, so do we need the tri-cast system now? Do we include in the RFP since it's in the mic upgrade order? Nick has issues with this component on the order before and still does
- Consultant said we it was componentry we needed to connect to current broadcast system. At the time we were not on track (immediately) to order a new broadcast system
- Consultant said some components may have redundancy but will still be needed
- We need to ask Danielle/Ockers for clarification – **Action Nick**
- We need to include a glossary of terms
- Nick will make all the edits to the RFP, get the template from Donna and send out to the Committee for another review

Next meeting to finalize and vote to approve RFP for posting: Wed., Dec 14, 2022 at 3 PM

Meeting adjourned at 5:15 pm

Submitted by: Robin Tasca, Clerk