

Town of Paxton, MA Cable Meeting Minutes October 5, 2022

Attendees: Scott Wilson, Robin Tasca, Nick Powlovich, Howard Root, Consultant
Meeting Opened 2:03 pm

Budget as of 8/31/22

- We have \$362,375.83 on our account

Approval of Sept. 16, 2022 Meeting Minutes

- With edits (correct extra word)
- Unanimously Approved Scott 1st, Nick 2nd)

Robin also mentioned that several sets minutes (2020 & 2021) from the Town Clerk's records. Nick has no idea, but will look into it. **Action Nick to find missing minutes**

Station Upgrade Update

Walk Through:

- Nick gave recap of the walk through on Sept. 26, 2022, at the PSC with Chief Pingitore, Shaun Mead, FF & IT, Howard Root, Consultant & Danielle with Ockers.
- It was a good walk through.
- They shut down the servers in the Cable room on the 2nd floor. These had been running for 5-9 years, but were not doing anything. PFD is happy the room is now closed off.

Quote:

- The quote has an addition \$1800 for various items. Robin made a motion to approve the additional \$1800. Scott 2nd, all approved.
- Howard has a question on one item on the quote, the transmitter. Wonders if we should go with a different alternative? Is there a better alternative? Was this one (in the quote) chosen based on availability, etc? Not sure. We can use the podium and add a wireless transmitter to the board, this is good for multiple mics. Needs more research and he recommends we modify the motion.
- Robin made an amended motion to spend up to \$3,000 for additional incidentals as needed based on a revised quote. Scott, 2nd, all approved.
- Howard will work Danielle at Ockers and get a revised quote.

Post-Production Computer:

- Robin mentioned again that we need to have a station owned computer/laptop that has video editing software
- Howard concurs.

- Robin said the software needs to have closed captioning abilities. Robin is familiar with Adobe Premiere Pro. Howard that is too much for our needs. Howard uses Elements. Danielle Powlovich (per diem producer) uses Final Cut Pro. **Action Nick to research.**

Room setup:

- Scott has concerns on how the room will be setup for meetings. Nick thinks it will be minimal, we can address later. Scott has concerns. What about the control room and the window in the door? If he is in the room, he will not see when they are ready to begin.
- Howard commented that they (BOS) does not mention its being recorded. Scott can we have have an On Air sign?
- Robin mentioned that it will be trial and error for the first few meetings.
- Nick said we will invite Town Administrator to our next meeting to discuss room details.
Action Nick to invite Heather.

Selfie Body Camera

- Nick wants to table discussion.
- We already voted to approve purchasing one not to exceed \$500 on 8/22/22. An action from that meeting & motion was for Robin to research, which she did and we reviewed at the 9/16/22 meeting.
- Howard mention conversation he had with PFD during walk through on 9/26. PFD is going to purchase their own GoPro for use. He went on to say that its a good idea for Cable to have a GoPro in our recording field kit. Discussed models and accessories.
- Nick made a new motion to rescind the 8/22/22 motion and approve the purchase up to \$1000 of a GoPro & corresponding accessories. Robin 2nd. All approved.
- Nick will work with Donna to order using Howard's list of recommended items.

Paxton Fire Dept. Segment

- Taking place in Chief Pingitore's office on 10/7/22
- Danille to record and edit
- PFD will review and sign off on before publishing

Future Programing

- Nick would like to live stream WRSD and other town meetings related to school district once upgrade happens. Scott asked why, doesn't think necessary. Nick & Robin commented it is beneficial so that Paxton residents understand what the other district towns are doing that will impact us.
- Robin mentioned we need to actively promote for per diem producers to help with recording of town events/meetings when Scott can't/won't. Discussion Scott said how in the past it was very hard to get folks, he tried. Robin, OK, but digital media etc has really

changed. Has there been a renewed effort? Has anyone contacted AMC or WSU etc?
No. Nick said for Robin to give it a try again.

- Robin mentioned Dr. Bartlett's book (Paxton resident) and doing a weekly wellness segment.
- Howard reminded the committee about what a peg channel can and cannot run for content. We cannot do paid promotion or business promotion. It's ok if we are doing a segment about what's around town. We should also be soliciting videos from residents (again not self promotion)

Miscellaneous

- PCS was going to upgrade PA System. What is the status? **Action Nick to speak with Kirk and find out.**
- Robin recommends that we setup regular meetings with all that we have going on with the station upgrade. Committee agreed to the 1st and 3rd Wednesdays of each month.

Meeting adjourned at 3:55 pm

Submitted by: Robin Tasca, Clerk