

Town of Paxton, MA Cable Meeting Minutes October 19, 2022

Attendees: Nick Powlovich, Scott Wilson, Robin Tasca
Meeting Opened 2:07 pm

Approval of October 5, 2022 Meeting Minutes

- Unanimously Approved - Scott 1st, Nick 2nd

Old Minutes

- Still missing 5 sets of minutes: 2/22/2018, Any/All from 2020, 4/6, 5/18 and 5/25/2021 and 4/12/2022. This is a work in progress to locate. **Action Nick & Scott to find missing minutes**
- Robin asked about the closed caption discussion from 7/21/2021, did they ever send out BOS/FinCom meetings for closed captioning? Nick said no, he didn't know where to look. Robin asked if Cable contacted the Massachusetts Commission for the Deaf and Hard of Hearing for assistance (state agency), Nick said no, wasn't aware of them as a resource.

Station Upgrade Update

RFPs:

- We received 3 RFPs from Telvue, Castus and Tightrope.
- The discussion on the RFPs was lengthy
- Telvue was the most complete, but all 3 were still missing items and needed more clarification from vendors
- We have lots of questions on how the pricing works especially about the closed captioning
- Nick mentioned we are required to go with the lowest bid. Robin & Scott are very concerned because the lowest bid may not give us everything we need from the customer service perspective. We need to look line by line of the RFP and not just the grand total. Nick will talk to Heather to confirm.
- We agreed a baseline of recording hours will be approx. 244 hours / year (approx 12 hours per month with BOS, CIPC, FinCom)
- We would like to select a company and sign contract by the end of the year

Room setup:

- Nick had a great diagram layout on the various ways the room could be setup

- Robin & Nick liked the layout where the committee is in the front off to the side (left if looking at room front) so the podium can stay in position and be used for Heather, guests etc. - requires less moving things around
- Attendees/guests will sit in the room at tables. Same with Donna she could sit in the front row
- Robin suggested ordering a WPAX-TV table covering that can be used to cover the table where committees sit - good branding for Cable
- Scott mentioned getting an "On Air" sign
- Also we need a window for the door to the studio room off the training room. Robin recommends asking Travis (DPW) how to accomplish.
- Once we move, we can do a "dress rehearsal" regarding layout.
- Scott will reply to Julia's (BOS) email regarding setup
- All agreed that it will be trial and error for the first few meetings.

Consultant:

- The wireless mic project consultant invoice was \$680.
- The committee unanimously agreed to have him (Howard Root) assist us with the RFP's for the equipment upgrade based on his agreed hourly consultant fee (\$85/hour)

*Stipends:

- Scott asked if we should be giving a stipend to Robin for her marketing work
- Robin is putting in approx. 2-4 hours per month to market the Cable Committee, manage their webpages (plus COA & PFD), and recording/editing/uploading to YouTube.
- Scott made a motion to offer Robin a monthly stipend of \$100, starting with paying her in Oct. 2022. The motion was voted on and approved.

*Robin refrained from this conversation with the exception of answering the direct question how many hours she is spending on this work.

Miscellaneous

- Robin doesn't have access to current Cable Office or computer. Nick/Scott explained how to get in and access room/computer.
- GoPro came in. We reviewed contents and talked about getting a carry case for everything. Will check to see if existing bags we have will work, if not Nick will pick something up. We will let PFD experiment with.
- Robin asked when WPAX-TV was started. Scott 1990. Nick and Scott are only 2 left from the original crew. There is a cool paper clipping in office. Robin suggested they take that and other old memorabilia to create a display (shadow box type thing) for the new office. Agreed but no rush. **Action Robin to do over the coming months**
- Discussion on branding (logos, mission statement etc). All agreed its needed. Robin to design and write up. She will email Committee for review/edits. **Action Robin by end of year**

- PCS was going to upgrade PA System. What is the status? **Unknown, Nick hasn't heard back from Kirk.**
- AMC. Robin reached out to the Daryl Matsumoto, Director of Digital Media Program about an AMC/Cable Committee collaboration for internships with students. They are interested and will come to a future meeting to discuss

Programming:

- Update on Fire Dept. segment - editing is coming along. Will go to Chief for review
- Paxton Center School PTO Trunk or Treat is 10/23 - Robin will capture
- Wild About Wildflowers Garden Club/RML program - Robin will record
- Holiday Treelighting TBD

Meeting adjourned at 4:55 pm

Submitted by: Robin Tasca, Clerk