

**CABLE COMMITTEE MEETING
MINUTES
AUGUST 8, 2023 AT 1 PM
TOWN HALL CONFERENCE ROOM
697 PLEASANT STREET, PAXTON MA 01612**

Attendees: Scott Wilson, Nick Powlovich, Heather Munroe;
Howard Root (AV Designs)

Absent: None

Opened the meeting at 1:05 PM.

OLD BUSINESS

1. Minutes of July 20, 2023

Motion by Scott to approve as written, seconded by Nick. 3-0.

2. RFP – Review and finalize FAQ answers, due dates, and next meetings/steps

Heather reviewed the pre-bid conference held last week with three vendors. There were a number of questions that came out of the conference that require attention. At this time we extended the due date for the RFP until the 23rd to allow for issuance of the RFP.

The Committee reviewed all FAQ's and developed answers, as shown below.

10 – Discussion- Request surplus declaration SB and resale value.

3. Update on Table Cloth

Julia approved the tablecloth with the seal. Company quote \$150. Sending design to Julia for final approval.

4. Charter Construction update

Nick provided an update after a conversation with Charter today. Charter can meet the deadline of the cutover of October, is doable. Main connection is across the street from PSC. Charter will take the Drake from the Town Hall with the third station and add the other two and move to the PSC. Requested to keep switch from COA through Town Hall to Public Safety Complex, they believe it is doable.

NEW BUSINESS

Landmark asked Nick for information for the phases of upgrades for Cable.

Nick and Scott spoke with Danielle about the PA system and got a quote for the cameras and a PA system. Nick will ask Ocker's to break out their quote for one PA system and the camera and break out labor. Is any labor able to be completed by Shawn regarding the wires.

5. Covering portion of cost of Town's Website FY24 and FY25

Motion by Scott to cover the \$2,500 a year, seconded by Heather. Discussion over how many years, clarification just for FY24 and FY25 committal only. Original plan. 2-1 (Nick). Passed.

6. Upcoming RML Request

Pam will request funding for an upcoming Library program.

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

Adjourned 3:52 PM

Submitted by: Heather Munroe