

# **Town of Paxton, MA Cable Meeting Minutes December 2, 2022**

**Attendees:** Nick Powlovich, Scott Wilson, Robin Tasca, Howard Root, Consultant  
Meeting Opened 2:42 pm

## **Approval of November 28, 2022 Meeting Minutes**

- Unanimously Approved - Scott 1st, Nick 2<sup>nd</sup>

## **Station Upgrade**

Station Move:

- Window to our office door looks great, FF Mead did a great job, thank you!
- Ethernet connection dropping now
- We've hired Ockers to do the move. There may be incidental costs associated with this – all agree that is OK
- We will need to use our existing analog mixer for the time being
- Told Ockers to look for an alternative digital mixer asap because the one we ordered is backordered and not available
- Discussed additional move logistics
  - Equipment that needs to be moved (8 mics, channel receiver, mounting brackets, cameras)
  - Desk is on order (\$5K) for the office/recording room (dubbed Harry Potter closet)
  - Charter/Spectrum will be rerouting connection points (Town Hall to PSC) – we have a change order in with them
- We will be ready to record in Jan. 2023, may not be live but we will broadcast from Public Safety Complex (PSC)
- Third channel will be up and running on 12/22/22.
  - The playback might be disabled until new system is running
  - However, FCC says something must be running on it
  - This is a work in progress
- Nick would like channel lineup to be "PEG"
  - Ch 191 Public – bulletin board
  - Ch 192 Education
  - Ch 194 Government

RFPs:

- Nick spoke with Heather (on 4 topics: ethics on stipends, contract/HD, RFP and move) and we need to do an official RFP. Our quote request to the 3 vendors does not count.
- RFP will need to be in a formal template and posted for 2 weeks
- We will use the quotes we received as a resource guide to help us develop our RFP
- RFP needs to include:
  - who we are
  - what our goals & objective are
  - criteria of what we want
  - glossary of terms – not required, but a good idea

- We discussed the concern on whether or not we are required to go with the lowest bidder. Consultant (Howard) thinks under Chapter 30 provision we do not have too
  - Robin asked if we need to run this by CIPC. Do not think so because its not public money paying the bill
  - It's a grey area if we need to have BOS sign off because we are a municipal operation under the BOS. **Nick with double check with Heather. Action Nick**
- As of 10/31/22 we have \$319,110.77.
  - We still owe Ockers \$24K of the \$60K invoice
  - This RFP will run about \$100K
- Detailed discussion of the various criteria we need to include in the RFP for equipment, service etc
  - Some concerns on closed captioning (CC). Robin says at the end of the day we need to and should – there are laws and it's the right thing to do. **Robin to send all the CC laws she pulled together earlier in the year to everyone. Action Robin**
  - Discussion on how the streaming services work. Robin to outlined how she believes it work and Consultant thinks that is a correct understanding. **Robin to investigate how we can get a channel on Roku and Amazon Fire. Action Robin**

### **Contract**

- John Mayers is back with Charter/Spectrum. He is sending a boiler plate contract
- We will need to have a few special meetings to review the contract paragraph by paragraph
- Would like to have HD in our contract, Grafton has Hi Def in their contract, but they have direct competition

**Meeting adjourned at 5:10 pm**

*Submitted by: Robin Tasca, Clerk*