



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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**CABLE TELEVISION
OVERSIGHT COMMITTEE**

**MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE
May 14, 2016
Cable Access Studio - 296 Providence Road South Grafton, MA**

A meeting of the Grafton Cable Television Oversight Committee was held on May 14, 2016 in the Cable Access Studio located at 296 Providence Road. Members present are listed below:

Attendees: Committee Members: Bob Hassinger, Corson Wyman, Bob DeToma, Bob Berger and Mark Durfee
Remote Participation: Larry Silverman
Guest(s): Kris McMullin & John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 10:04AM. The following represents the results of the meeting:

Feasibility Study Review with Dan Chen B&H+A: The Committee met with Dan Chen from B&H+T. Dan requested access to the roof so that a report on the condition of the roof could be provided to the Committee. The Committee noted there was a potential for cost savings for self-moving the lighting equipment. Dan noted that approximately \$500,000 of the cost was associated with the mechanical, electrical, plumbing and audio/video services in the building. Dan informed the Committee that his firm would prepare a final cost estimate along with a narrative detailing the acoustics in the studio space.

Meeting Minutes: Corson Wyman moved that the Committee accept the April 16, 2016 meeting minutes as presented. Bob Berger seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, and Larry Silverman voted Aye. The motion carried.

Next Meeting Proposal: The next regularly scheduled Committee meeting on June 25, 2016 at 10:00 AM was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

Takeover of Front Retail Space and Associated Costs: The Committee discussed taking over the additional space from the former Charter (now vacated) retail office. Bob Berger moved that the Committee approve the taking over of the additional space. Bob Hassinger seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, and Larry Silverman voted Aye. The motion carried.

Server Replacement - Future Board of Selectmen Item: Bob DeToma informed the Committee that the new server RFP discussion would be on an upcoming Board of Selectmen meeting.

Castus System Demonstration for GCTV: The Committee would like to schedule a demonstration with Access A/V for the Castus system on or after June 13th.

Report on Meeting with Neil Trahan (IT Dept): Kris McMullin informed the Committee that the Town's network consultant found a specific IP address which was causing an issue. The issue was traced to a specific function on the server. That particular function on the server was now disabled and that the issue was resolved.

Access: Status Report: Below is the Access Status (written) Report submitted by Kris McMullin:

Report for Cable Oversight Committee 5-14-16

Studio Production and Activity

We continue to utilize the Studio for new productions of various shows, such as Grafton Minute By Minute, Ask The Geezers, TV Classics, and our Community Calendar. We recently were able to acquire some new set chairs from the old Charter payment office; which should work out nicely. This month featured production of the Meet The Candidates program; hosted by Rick Schultze. Rick was able to interview three of the candidates for the Grafton Board of Selectmen; including Craig Dauphinais, Sargon Hanna, and Ed Prisby. Producer Joanne L'Esperance was also quite active this month; working on editing several projects she filmed with our studio cameras.

The Spring Town Meeting went very well, thanks to the planning and work of Bob DeToma, Bill Robidoux, and Rick Schultze. We were able to coordinate with Tom Walsh and Neil Trahan at Grafton High School to test the signal and make sure that audio was being captured adequately for broadcast.

Equipment Status

Our biggest challenge this month was not specifically equipment-based but more IT-related. With the changing infrastructure at the Municipal Center, we were experiencing intermittent connection issues with our studio internet. While staying in contact with the Town's IT department, we were able to learn that a new firewall was being installed at the Municipal Center, and that we would see some improvements once the installation was complete. After a period of slow internet, we finally were able to regain our network speeds and resolve our issue with a particular IP address at the studio that was causing issues on the town network. This same issue was also causing our FTP transfers to the CloudCast VOD server to be extremely slow. Once IT came down to the studio to look at the IP traffic and help us resolve the issue through TelVue, we were once again back to normal FTP upload speeds.

Our second issue was with our Verizon Education channel ONT box; which appeared to fail this past week. With Verizon dealing with the employee strike, we were concerned that there would be a long wait to get a technician out to look at the system. Thankfully, Verizon was able to send out two technicians to work on the system within a day. The technicians installed a newer-style ONT box to replace the old unit. They also made some additional upgrades to the circuit through the basement and out to the pole. I was very pleased with the response time and the professionalism of the technicians, especially during such a difficult time for the company.

I had an opportunity to speak with two of my colleagues about the Leightronix broadcast server; in relation to our recent exploration of the Castus server. I want to just have a final look at the two systems in relationship to the request for proposal, just to see how the two systems line up in regards to what we are specifically searching for. I am currently very impressed by the Castus server and its functionality, but I do want to make sure that I've had enough information to be confident.

Meanwhile, it will be very interesting to see how our current TelVue server performs after our discovery of the function that was enabling Network Streaming within the system. If this function was causing issues on the Town Network, I will be interested to see how the server functions now with that function being disabled.

Social Media Status

Our social media presence continues to be strong; with announcements and reminders of our meeting coverage and programming. We continue to upload new content to our Video On Demand for viewing, and continue to update the GCTV Website with our latest Program Schedules and Press Releases.

Statistics:

Kris' Report to the Committee - Continued from page 2

Below are the Video On Demand statistics for the month of April 2016. As always, the first file (T02135_1@167284) is always our Live Stream.

Views by File

File Name	Hits	Bandwidth
Live Stream	131	1.97 GB
T02135/League of Women Voters 4-24-16_1.mp4	54	1.41 GB
T02135/Min by Min Apr Program.mp4	16	54.39 KB
T02135/Board of Selectmen 4-5-16.mp4	14	47.73 KB
T02135/Conservation Commission 4-5-16.mp4	13	44.21 KB
T02135/Board of Selectmen 4-12-16.mp4	12	40.81 KB
T02135/Grafton Min by Min April 2016.mp4	11	37.47 KB
T02135/Main Street Meeting 3-31-16.mp4	11	37.45 KB
T02135/T.M. Warrant Zoning Bylaw Amendments 4-19-16.mp4	11	37.43 KB
T02135/Board of Selectmen 4-19-16.mp4	11	37.40 KB
T02135/Board of Health 4-11-16.mp4	10	33.98 KB
T02135/School Committee 4-12-16.mp4	9	30.62 KB
T02135/T.M. Warrant Articles 11-20_4-15-16.mp4	8	27.21 KB
T02135/T.M. Warrant Review_4-15-16.mp4	8	27.20 KB
T02135/Planning Board 4-11-16.mp4	8	27.23 KB
T02135/T.M. Warrant Articles 1-10_4-15-16_1.mp4	7	23.87 KB
T02135/Planning Board 4-25-16.mp4	7	23.86 KB
T02135/Grafton Works - Lucky.mp4	6	20.41 KB
T02135/Library Board of Trustees 4-6-16.mp4	6	20.42 KB
T02135/Grafton Works Jodi.mp4	6	20.42 KB
T02135/T.M. Warrant Articles 1-10_4-15-16.mp4	6	20.42 KB
T02135/T.M. Warrant Articles 31-40_4-15-16.mp4	5	17.02 KB
T02135/T.M. Warrant Zoning Bylaw Amendments 4-19-16_1.mp4	5	17.01 KB
T02135/T.M. Warrant Articles 41-50_4-15-19_1.mp4	5	17.03 KB
T02135/Finance Committee 4-13-16.mp4	5	17.04 KB
T02135/Planning Board 3-28-16.mp4	5	17.01 KB
T02135/T.M. Warrant Articles 41-50_4-15-19.mp4	5	17.47 KB
T02135/Conservation Commission 4-19-16.mp4	5	17.02 KB
T02135/School Committee 3-22-16.mp4	4	13.58 KB
T02135/Grafton Works Carol D.mp4	4	13.60 KB
T02135/Emergency Preparedness PSA.mp4	4	13.63 KB
T02135/Finance Committee 4-25-16.mp4	4	13.60 KB
T02135/T.M. Warrant Articles 21-30_4-15-16.mp4	3	10.20 KB
T02135/BOS Special Meeting 01-11-16-2.mp4	3	10.21 KB
Shows viewed less than 3 times	74	6.83 KB
Total	492	3.38 GB

Kris McMullin
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Public Relations Report: John LaPoint informed the Committee that he prepared and released two (2) Media Releases. The first Media Release publicized "Annual Town Meeting to be Rebroadcast on Grafton Community Television." The second Media Release publicized "Candidates Night Broadcast Now on Grafton Community Television."

Treasurer's Report, Invoices, Payment Warrants:

Treasurer's Report: Mark Durfee told the Committee that he had not received updated reports from the Town Accountant. The following reports were the most recent reports that were provided by the Town Accountant:

FY 2016 Operating Account	\$ 2,060.88	Unencumbered Balance as of 03/01/2016
Charter Fund Account	\$ 12,976.80	Unencumbered Balance as of 03/01/2016
Verizon Fund Account	\$ 581,597.40	Unencumbered Balance as of 03/01/2016

Payment Warrant: The Committee signed a Payment Warrant totaling \$25,550.00 to pay the following invoices:

- John LaPoint for \$325.00 for consulting services.
- Bargmann Hendrie + Archetype, Inc. for \$25,225.00 for services.

Emergency Item: Bob Berger moved that the Committee take up the renewal of the Adobe Suite of Software as an emergency item as it is time sensitive. Bob Hassinger seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, and Larry Silverman voted Aye. The motion carried. Bob Berger moved that the Chairman process the Adobe order. Bob Hassinger seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, and Larry Silverman voted Aye. The motion carried.

There being no further business Bob Berger moved that the meeting be adjourned at 1:00PM. Corson Wyman seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, and Larry Silverman voted Aye. The motion carried.

Respectfully submitted,



Mark C. Durfee
Clerk & Treasurer
Grafton Cable Television Oversight Committee