



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext. 1195

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RECEIVED TOWN CLERK  
GRAFTON, MA

**CABLE TELEVISION  
OVERSIGHT COMMITTEE**

**MINUTES**  
**GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE**  
**February 17, 2016**  
**Cable Access Studio – 296 Providence Road South Grafton, MA**

**Attendees:** Committee Members: Bob Hassinger, Corson Wyman, Bob DeToma, Bob Berger, Larry Silverman, Richard Schultze and Mark Durfee  
Guest(s): John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 7:31PM. The following represents the results of the meeting:

**Meeting Minutes:** Richard Schultze moved that the Committee accept the January 20, 2016 meeting minutes as presented. Bob Berger seconded. The motion carried unanimously.

**Future Meeting Schedule:** The next regularly scheduled Committee meeting on March 19, 2016 at 10:00 AM was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

**Chairman's Update: Conversations with Tom Cohan from Charter Communications:** Bob DeToma informed the Committee that Tom Cohan made an inquiry as to the Committee's interest in using the vacated Charter business office space. Bob Hassinger moved that the Chairman notify Charter that the Committee was still interested, but needed to resolve internal issues. Richard Schultze seconded. The motion carried 6 to 1.

**Initial Plans Submitted by Bargmann Hendrie for Committee Comment:** The Committee reviewed the initial plans submitted by Bargmann Hendrie and provided feedback. The Committee discussed the recent developments concerning the Memorandum of Understanding and took no further action.

**Discussions with School Dept./High School Administration – Issues within the High School Auditorium:** The Committee was informed that the School Department purchased new microphones and cables for use in the auditorium. The Access staff went through a dry run of the entire audio system. The issue with the hum was being addressed with a hum isolator. Bob DeToma volunteered to contact the High School principal so that Bob Hassinger and Larry Silverman could coordinate the lighting and audio settings at the auditorium.

**Purchase of Shure SCM810 Mixer from Ebay and Izotope RX5 Advanced:** Larry Silverman informed the Committee that Shure SCM810 automatic audio mixers were available for purchase from Ebay at a very reduced price. Accordingly, Richard Schultze moved that the Committee authorize an expenditure for two (2) Shure SCM810 audio mixers from Ebay at a price not to exceed \$200.00 each. Larry Silverman seconded. All were in favor. The Committee deferred any action concerning the Izotope RX5 Advanced audio software.

**Verizon License Renewal Letter:** Bob Hassinger informed the Committee that Verizon intended to formally initiate the license renewal via a letter around March 3, 2016. Bob indicated that the Town would need to commence the needs ascertainment process within six months from the date on the license renewal letter. Richard Schultze moved that the Committee authorize Bob Hassinger to move forward with the license renewal process. Larry Silverman seconded. All were in favor.

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

### **Report for Cable Oversight Committee 2-17-16**

#### **Studio Production and Activity**

We continue to utilize the Studio for new episodes of Grafton Minute By Minute, Ask The Geezers, the Grafton TV Community Calendar, and a host of other in-studio segments in the month of February. We worked in late January with the Staff at Grafton High School to better determine the cause of their audio issues. We took a morning to test the audio signal from the High School and found it to be virtually clean. We proceeded to set up for the Special Town Meeting on February 8th. We did, upon setup, use our isolator unit in the audio mix. We also noticed that a slight hum did exist, but not to the degree of the Selectmen's Workshop of January 11th. I believe the isolator helped a great deal, and we were pleased with the overall audio quality. I do not know, at this time, if the specific issue of any wiring faults have been resolved. At the time we visited the High School in late January, we noticed some aesthetic faults in the back of the School's Auditorium control room rack. The wiring on the back of the rack units in the Auditorium control rack do not appear to be very organized. A technician from Valley Communications happened to be present at the time of our visit, and agreed that the wiring did not look properly terminated. Nevertheless, we did not have any substantial audio issues. How the school will approach the issue and remedy the control room rack is uncertain.

Meetings and various Government segments continue to be captured in both Municipal Center conference rooms. I believe that our damaged Shure in-line mixer has been sent out for repair, and that efforts are being made to continue capturing and broadcasting meetings out of Conference Room F despite being down one mixer.

#### **Equipment Status**

As I mentioned above, we are satisfied with our audio connection from the Special Town Meeting on February 8th, however, it does not rule out the possibility of something being altered in the future to cause a disturbance. We are not clear if the High School is planning any action on remedying the overall wiring, but we can at least rule out any of our equipment in the chain being a source of poor audio.

There was some dialogue regarding signal outages during one of the Selectmen's meetings earlier this month. We received reports that the audio quality on Charter's Government channel 192 was poor on February 2nd. This was coupled by my own discovery that evening that the Live Streaming of the Selectmen's meeting was not loading properly. I started a support ticket during the Selectmen's meeting with TelVue to try and address the source of the problems. TelVue responded at the time saying that they were having infrastructure issues that evening. The Live Stream issue did get resolved about half-way into the meeting. I did not receive any specific information on the cause of TelVue's infrastructure issue that evening, but did receive a follow up to ensure that our Live Stream was once again operational. This explained the failure of the Live Stream, but did not specifically address the complaints about audio on Charter's Government Channel 192. It should be noted that there was confirmation that the audio issue did not exist on Verizon's Government channel. The following morning I made contact with our Head End technician to see if there were any reports of issues on the Charter side that evening. The technician said that he was not aware of any issues during that evening. I performed a test of the equipment in our Master Control rack and verified that all components were functioning properly. Since that evening, we have not experienced another issue related to audio on Charter's Government channel 192.

I am interested to hear how discussions with Tightrope are progressing. The last communication I saw was regarding some compatibility questions to Michelle Alimoradi regarding both our Video On Demand and Website. I do not know if discussions have continued separately or if Michelle has directed someone else to respond back on the higher-end technical questions. Our existing TelVue server is operating at about 85 percent reliability; with the occasional crash now and again.

I received word from Greg Childs on Tuesday, February 16th, that (while performing an upgrade of the Town's firewall) "an issue was brought up with a piece of equipment that was crippling the (Town's) network, and was identified to be from Grafton Cable." I recognized the IP address, but could not pull the address up locally to see what

it had been. I attempted to access the HP ProCurve switch to identify all of the IP addresses in use, but the web interface requests credentials that I do not have. I have reached out to the Town's IT support (Greg), to see if this information is available anywhere. Greg mentioned that the unit utilizing that particular IP address was disabled from the network to "regain functionality". I explained to Greg that, without access to the ProCurve mainframe, I have no way of seeing what that IP may have been assigned to.

I did manage to give the iZotope RX5 Audio Editor software a try. To be honest, I wasn't truly impressed with it. Considering that our Adobe Creative Cloud package gives us the same type of audio software, iZotope doesn't seem to have anything beyond what Adobe gives us. The type of "noise removal" tool is offered in Adobe and works essentially the same way. In the case of the Board of Selectmen's workshop that encountered severe audio distortion; even with the ability to remove traces of distortion embedded within the signal, it just did not provide any advantage over using the Adobe software. The distortion was so heavily embedded in that file, that attempting to remove it only compromised the overall audio quality. I would say, for now, that we are fine with the Adobe software we currently have. Maybe in the future it could be looked at, but I don't really see a need at this time when we have something almost identical in our toolbox.

I have upgraded our Broadcast Pix switcher to the latest version 5.0. The upgrade was successful, but I believe that many of the newer features will take a while to implement. The majority of the upgrade add-ons are for remotely controlled cameras. In terms of new Virtual Sets, I am actually not seeing what I expected to see. I plan to take some time to explore deeper what additions actually have been given to users, and if anything truly benefits us in this release.

**Social Media Status**

Our social media presence continues to be strong; with announcements and reminders of our meeting coverage and programming. We find that we are receiving feedback about any broadcast issues much more frequently than before as they happen. We noticed this during the Selectmen's Workshop on January 11th; when viewers posted their reports on our Facebook page.

**Statistics:** Below is the listing of the Video On Demand files per view for the month of January 2016.  
Views by File

File Name	Hits	Bandwidth
Live Stream	234	4.15 GB
T02135/School Committee Update.mp4	44	149.86 KB
T02135/Board of Selectmen 01-05-16.mp4	36	122.65 KB
T02135/Planning Board 01-11-16.mp4	27	2.45 GB
T02135/Special T.M. Preview 01-15-16.mp4	24	207.06 MB
T02135/BOS Special Meeting 01-11-16-2.mp4	19	64.77 KB
T02135/2016 Powder Puff Derby.mp4	18	61.38 KB
T02135/BOS Special Meeting 01-11-16.mp4	18	61.24 KB
T02135/Planning Board 1-11-16-2.mp4	15	51.07 KB
T02135/Conservation Commission 01-05-16.mp4	15	51.11 KB
T02135/Voter Registration Update.mp4	12	40.91 KB

T02135/Board of Selectmen 11-17-15.mp4	12	40.81 KB
T02135/Board of Selectmen 1-20-16.mp4	11	37.47 KB
T02135/Board of Selectmen 12-15.mp4	10	34.03 KB
T02135/Concert On The Common 8-13-08.mp4	9	965.67 MB
T02135/Finance Committee 01-14-16.mp4	8	27.28 KB
T02135/Capital Improvement Planning Committee 01-06-16.mp4	8	27.17 KB
T02135/DPW Building Info part 2.mp4	7	23.86 KB
T02135/Planning Board 01-26-16.mp4	7	23.86 KB
T02135/School Committee 01-12-16.mp4	7	23.87 KB
T02135/DPW Building Part_1.mp4	6	20.49 KB
T02135/Concert OTC Lynn Jolicoeur - Pulse.mp4	5	17.01 KB
T02135/A 2015 GS Powder Puff Derby.mp4	5	17.03 KB
T02135/Ask The Geezers #209.mp4	4	13.64 KB
T02135/GHS Graduation 2015-H264 MP4 2Mbit 16x9.mp4	4	13.64 KB
T02135/B.O.S. Workshop 01-12-16-2.mp4	4	13.59 KB
T02135/Planning Board 5-18-15_1.mp4	3	10.19 KB
T02135/Planning Board 5-4-15.mp4	3	10.20 KB
T02135/Grafton Works Carol D.mp4	3	10.23 KB
T02135/Board of Selectmen 9-1-15.mp4	3	10.25 KB
T02135/Board of Selectmen 10-6-15.mp4	3	10.19 KB
T02135/School Committee 1-26-16.mp4	3	10.22 KB
T02135/Ask The Geezers #210.mp4	3	10.20 KB
T02135/B.O.S. Workshop 01-12-16.mp4	3	10.19 KB
T02135/Planning Board 3-23-15.mp4	3	10.23 KB
T02135/Planning Board 4-13-15.mp4	3	10.18 KB
T02135/Board of Selectmen 10-20-15.mp4	3	10.21 KB
Programs viewed less than three (3) times	86	
	688	7.75 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 "Important Election Information on Grafton Community Television's Minute by Minute." The second Media Release publicized "Grafton Community Television's Studio Location Not Affected by Charter Business Office Move."

**Treasurer's Report, Invoices, Payment Warrants:**

**Treasurer's Report:** Mark Durfee told the Committee that he had received the following operating account and fund balances reports from the Town Accountant:

FY 2016 Operating Account	\$ 2,213.00	Unencumbered Balance as of 02/03/2016
Charter Fund Account	\$ 7,727.15	Unencumbered Balance as of 02/03/2016
Verizon Fund Account	\$ 521,815.85	Unencumbered Balance as of 02/03/2016

**Payment Warrant:** The Committee signed a Payment Warrant totaling \$325.00 to pay the following invoices:

- John LaPoint for \$325.00 for consulting services.

**Receipts:** The Committee noted that that the Town received Verizon's 4<sup>th</sup> Qtr of 2106 PEG Access payment totaling \$72,223.69 (reference check # 1231014029 dated 2/9/16.)

There being no further business Bob Berger moved that the meeting be adjourned at 9:40PM. Larry Silverman seconded. The motion carried unanimously.

Respectfully submitted,



Mark C. Durfee

Clerk & Treasurer  
Grafton Cable Television Oversight Committee