



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

**CABLE TELEVISION
OVERSIGHT COMMITTEE**

**MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE
September 19, 2015
Cable Access Studio – 296 Providence Road South Grafton, MA**

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A meeting of the Grafton Cable Television Oversight Committee was held on September 19, 2015 in the Cable Access Studio located at 296 Providence Road. Members present are listed below:

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

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 10:08 AM. The following represents the results of the meeting:

Future Meeting Schedule: The next regularly scheduled Committee meeting on October 24, 2015 was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

Meeting Minutes: Bob Hassinger moved that the Committee accept the August 15, 2015 meeting minutes as presented. Bob Berger seconded. The motion carried unanimously. Bob Hassinger moved that the Committee accept the August 19, 2015 meeting minutes as presented. Larry Silverman seconded. The motion carried unanimously. Bob Hassinger moved that the Committee accept the September 16, 2015 meeting minutes as presented. Bob Berger seconded. The motion carried unanimously.

Mass. Dept. of Telecommunications and Cable (DTC) Update/Discussion: Bob Hassinger informed the Committee that correspondence was received from Atty. Bill August concerning recent DTC filings. Larry Silverman moved that the Committee authorize Bob Hassinger to work with Atty. Bill August concerning the recent DTC filings. Bob Hassinger seconded. The motion carried unanimously.

Conference Room A & Conference Room F Updates: Bob Berger informed the Committee that an invoice had been received from CDA for \$10,000.00 for Conference Room A. Bob Berger told the Committee that the invoice was on a payment hold pending receipt of As-Built documents from CDA. Bob Berger told the Committee that he would prepare a final reconciliation for the Valley Communications invoices, chargeback and retainage amounts. Larry Silverman volunteered to research a smart board for Conference A. Regarding Conference Room F, Bob Berger told the Committee that all of the cameras had been received and that cables were scheduled to be installed. Also, Bob informed the Committee that the walls were scheduled to be plastered. The Committee authorized Larry Silverman to expend up to \$200 for miscellaneous supplies for Conference Room F. Corson Wyman seconded. The motion carried unanimously.

Group Discussion: Presentations Proposed for 26 Providence Road (Old Police Station) on 9-16-2015: Bob Berger told the Committee that he had spoken to the Chief Procurement Officer for the Town and that the Officer told Bob that the Committee was properly following the RFQ rules. The Committee discussed possible future scenarios for the studio.

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

Report for Cable Oversight Committee - September 19th, 2015

Studio Production and Activity

For the month of September, we continue to produce episodes of Ask the Geezers, Grafton Minute By Minute, Storytellers, and TV Classics. We have started generating our weekly Community Calendar to promote our incoming bulletins and local events. We unfortunately did not receive a large turnout for our Open House on August 31st, despite some great publicity for the event. Joanne L'Esperance, one of our long-standing field producers, has returned to the studio to start work on a project. We have completed our Cabecast renewals for the month of August, and all of our show sponsors have re-signed for their series. We are preparing for a busy season of meetings and events, as we work our way towards the Fall Town Meeting on October 19th.

Our new Canon-XA25 cameras have arrived and work extremely well. We have utilized them in the field to generate new meeting "opens", and have captured a site-walk meeting at the Grafton Public Library. The cameras are very well-designed, and provide us the ability to shoot in AVCHD and MP4 formats. We have found them to be very compatible with our existing editing software. The cameras work especially well when working with Adobe Premiere.

We have spent a great deal of time working with TelVue to keep our existing loaner server running properly. TelVue support had suggested our Knox router as a possible culprit for the server issues we were experiencing. The last time I reported on this issue, I had spoken with Charles Paige about obtaining a different loaner unit. Charles had responded that it was ultimately up to TelVue Support to determine if the current loaner was, in fact, faulty. At the time, TelVue had already deemed the server to be working properly. Support started to suggest that an intermittent communication failure between the Knox router and the server may be a possible source. Since that time, we have attempted several fixes that TelVue suggested. Unfortunately, none of those fixes truly remedied the problem. We did find, however, that our live broadcasts were taking place without any disruption. During the 2nd week of September, we encountered an issue with accessibility that required TelVue support to once again look into our system. During this time, support located some internal, file-based issues and ultimately repaired them. Since that time, we have not had any issues that we previously encountered. We will, of course, continue to monitor the health of the server as time goes in.

In the meantime, we have visited Westborough TV to gain insight into Tightrope Media System's Cablecast platform. Westborough, like others, is still running an older version of Cablecast. It was enough, however, to gain a basic insight into the layout and design of the software. Not hearing anything back from TMS' Daniell Krawczyk since I emailed in in August, I recently reached out to TMS Sales. I explained to them that we had hosted Daniell back in June for our CMC meeting, but were unable to spend the amount of time with him that we had hoped for. I inquired into what options would be available to us; in order to gain access to training for the newest version of Cablecast. I will continue to try and pursue TMS sales; in order to get us registered for one of their Cablecast 6.0 webinars. I would assume (being a potential client) they would accommodate us to learn more about their product. In the meantime, we still hope to visit our colleagues at Shrewsbury Media Connection, to get some final comparisons the new TelVue Hypercaster system.

Equipment Status and Supplies

As I mentioned above, our server has been operating normally throughout the last week. Our "freezing" issue was fairly consistent, so I am hoping that the most recent fix made by TelVue support managed to resolve a good portion of things.

I received a visit late last month from Greg Childs at the IT department. Greg was interested in having a look at our Wi-Fi accessibility issues. At the time, when Greg visited, we did not experience the same type of connection issues that have been reported by others. We attempted to clear out the settings of both an IMac and iPhone in order to replicate the issue, but both units successfully connected each time without any issues. Greg said to notify him if the issue happened to return. A couple of weeks later, I had reset my iPhone's Network Settings, and found that I was receiving the Portal Login screen once again. I clicked the "accept" entry, and received the "log-in successful" notification. I

Kris' Report to the Committee - Continued from page 2

noticed that I then received the same Portal Login screen again. This time, I did not choose "accept", but merely put the phone aside to see if it connected. Within a minute or two, my phone was showing the Wi-Fi as being connected. I have reached out again to Greg, to notify him what specifically is occurring when signing in. The issue at this time appears to be the 2nd instance of the Portal Login screen appearing. Devices do connect to the Wi-Fi without an issue, but it requires not taking action on the 2nd Portal Login screen. I'm not sure if doing so causes a longer delay in connecting. I will follow up again with Greg to see if he can come down, now that the issue of the dual Portal Login screens can be examined.

We have been looking for a while to upgrade our current Studio monitor and Control room monitors with flat-screen units. We have also been looking towards acquiring a rolling TV Stand for the Studio. This will give us the ability to utilize the flat-screen Studio monitor for both confidence and an on-stage feature for stand-ups. We are currently looking at different vendors for more research on these items.

Social Media Status

We continue to be aggressive with our Social Media, Live Streaming, and Video on Demand promotion. We are continually promoting our live coverage of meetings and events, as well as new episodes of programs as they debut.

Statistics

Below is the statistics of files viewed on the Video On Demand for the month of August 2015:

GCTV Live Stream	126	515.31 MB
T02135/Min by Min August Program-H264 MP4 2Mbit 16x9.mp4	57	193.72 KB
T02135/Grafton Board of Selectmen 8-4-15-H264 MP4 2Mbit 16x9.mp4	31	303.94 MB
T02135/COC BHB Program-H264 MP4 2Mbit 16x9.mp4	25	86.82 KB
T02135/National Night Out 2015.mp4	21	71.50 KB
T02135/Board of Selectmen 8-18-15.mp4	17	57.81 KB
T02135/Grafton Planning Board 8-3-15-H264 MP4 2Mbit 16x9.mp4	13	44.23 KB
T02135/GHS Graduation 2015-H264 MP4 2Mbit 16x9.mp4	9	30.61 KB
T02135/Ask The Geezers -H264 MP4 2Mbit 16x9 (2).mp4	8	27.27 KB
T02135/This is a Moose read by Beth Gallaway.mp4	7	23.83 KB
T02135/BOS Fincom DPW -H264 MP4 2Mbit 16x9.mp4	7	853.36 MB
T02135/Planning Board 7-27-15.mp4	7	62.04 MB
T02135/Holiday Concert 2014- The Messiah.mp4	6	20.38 KB
T02135/Grafton Planning Board 8-10-15-H264 MP4 2Mbit 16x9.mp4	6	20.43 KB
T02135/Board of Selectmen 6-2-15-H264 MP4 2Mbit 16x9.mp4	5	17.01 KB
T02135/Min by Min July Program-H264 MP4 2Mbit 16x9.mp4	4	13.59 KB
T02135/Board of Selectmen 7-7-15-H264 MP4 2Mbit 16x9.mp4	3	10.20 KB
T02135/Library Board of Trustees 8-5-15-H264 MP4 2Mbit 16x9.mp4	3	10.21 KB
T02135/Ask The Geezers -H264 MP4 2Mbit 16x9 (1).mp4	3	10.19 KB
T02135/Grafton Board of Selectmen Workshop 8-11-15-H264 MP4 2Mbit 16x9.mp4	3	10.23 KB
T02135/School Committee 6-29-15.mp4	3	616.17 MB
All others (shows viewed less than 3 times)	48	
Total	412	2.30 GB

Kris' Report to the Committee - Continued from page 3

Kris McMullin
Grafton Public Access Coordinator
Charter Communications
Grafton Community Television, GCTV
296 Providence Rd.
South Grafton, MA 01560
Phone: 508-839-2983 Email: GCTV11@charter.net Website: www.GraftonTV.org

Public Relations Report: John LaPoint informed the Committee that he prepared and released two (2) Press Releases. The first Press Release publicized the "GCTV Open House and Fall Producers Class." The second Press Release promoted the September edition of "Grafton Minute By Minute." John also informed the Committee about the excellent story that the Telegram wrote about GCTV.

Expenditures and Possible Expenditures: Kris McMullin volunteered to research a new monitor rack system for the studio.

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	\$ 2,923.21	Unencumbered Balance as of 09/10/2015
Charter Fund Account	\$ <4,966.51>	Unencumbered Balance as of 09/10/2015
Verizon Fund Account	\$ 561,539.01	Unencumbered Balance as of 09/10/2015

Payment Warrant: The Committee signed a Payment Warrant which totaled \$455.00 to pay the following invoices:

- John LaPoint for \$455.00 for consulting services.

Payment Receipts: The Town received the following payments from each respective cable company for the second (2nd) quarter of 2015:

- Charter Communications \$5,488.69 reference check #05465845 dated 8/5/2015.
- Verizon \$71,423.88 reference check #1231012298 dated 8/11/2015.

There being no further business Bob Berger moved that the meeting be adjourned at 12:03PM. Bob Berger seconded. The motion carried unanimously.

Respectfully submitted,



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