



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

RECEIVED TOWN CLERK  
GRAFTON, MA  
2016 JAN 21 AM 9 07

*[Handwritten initials]*

**CABLE TELEVISION  
OVERSIGHT COMMITTEE**

**MINUTES  
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE  
December 12, 2015  
Cable Access Studio - 296 Providence Road South Grafton, MA**

A meeting of the Grafton Cable Television Oversight Committee was held on December 12, 2015 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, Richard Schultze and Mark Durfee  
Remote Participation: Larry Silverman  
Guest(s): John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 10:06 AM. The following represents the results of the meeting:

**Meeting Minutes:** Corson Wyman moved that the Committee accept the November 14, 2015 meeting minutes as presented. Richard Schultze seconded. Roll call vote: Mark Durfee - Aye, Bob DeToma - Aye, Larry Silverman - Aye, Richard Schultze - Aye, Bob Hassinger - Aye, Corson Wyman - Aye. Bob Berger abstained. The motion carried.

**Chairman's Update:**

**Feasibility Study - BH&A Contract:** Bob DeToma told the Committee that the Selectmen were scheduled to sign the contract with BH&A.

**Lease for 26 Providence Road:** The Committee signed the Memorandum of Understanding for the lease of the old police station.

**Broadcast Pix Warranty Quote - \$3,700.00:** Bob Berger moved that the Committee authorize an expenditure of \$3,700.00 for the Broadcast Pix maintenance agreement. Richard Seconded. Roll call vote: Bob Berger - Aye, Mark Durfee - Aye, Bob DeToma - Aye, Larry Silverman - Aye, Richard Schultze - Aye, Bob Hassinger - Aye, Corson Wyman - Aye. The motion carried unanimously.

**Donated Videotronics Character Generator:** The Committee noted that the old, unused Videotronics character generator had been donated to another access studio.

**Future Meeting Schedule:** Bob Berger moved that the next Committee meeting be scheduled for Wednesday January 20, 2016 at 7:15PM at the studio. Richard Schultze seconded. Roll call vote: Bob Berger - Aye, Mark Durfee - Aye, Larry Silverman - Aye, Corson Wyman - Aye, Bob DeToma - Aye, Richard Schultze - Aye. Bob Hassinger - Nay. The motion carried. The Committee noted that meetings were usually held monthly on Saturday morning at the Grafton Cable Access Studio and that this particular meeting was scheduled to accommodate a Committee member's work schedule during in the winter.

**Reconciliation of Quarterly Payments for Accounting Dept:** Mark Durfee volunteered to contact the Town Accountant regarding the quarterly payments from Charter and Verizon.

**Verizon Renewal Commencement Letter:** Bob Hassinger discussed the Verizon license renewal timeline. Bob recommended that the Committee begin thinking about cable access and cable related assessment needs for the upcoming license renewal.

**Conference Room A – Final Bill Resolution:** Bob Berger told the Committee that the final vendor payments for Valley Communications, CDA and Golden Architects would be made. Bob volunteered to prepare a final tally of expenditures for each of the vendors. Both Bob Berger and Larry Silverman would research a smart board for the Conference Room. Bob and Larry noted that there were technical problems in the room and they recommended that the Committee consider having a service arrangement with a qualified vendor(s).

**Access:** The Committee discussed the recurring problems with the present TelVue playout server. Richard Schultze informed the Committee that the server needed to be rebooted frequently – typically three times a week. Both Bob Hassinger and Larry Silverman volunteered to renew their ongoing charge to develop technical specifications for a new server.

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

### **Report for Cable Oversight Committee 12-12-15**

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

The studio has been very active for the month of December. We just recently had the largest turnout to date for our Grafton Celebrates the Holidays Open House. There were numerous families that came through the Studio on Saturday, December 6th to tour the Studio and capture their Holiday Greeting in front of our Green Screen. Rick Schultze was on hand to give tours of the Studio; while both Bob DeToma and Bill Robidoux captured footage of both the Apple Tree Arts concert and several events around town. We have also been utilizing the Studio for new episodes of Ask The Geezers, our Community Calendar, and Grafton Minute By Minute. Jim Gallagher came to the Studio this month to film a series of Christmas spots for air on GCTV. Producers Cindy and Aaron Bissell were also in the Studio this month to film a segment of their Rubber Duck Theater series.

We have been utilizing the new Finance Committee meeting room; with our new Broadcast Pix switcher and AJA recorder. I believe there are some issues that need to be looked at with the cameras, but overall the meetings look far better than before.

I am a bit concerned about some issues with the AJA recorder in Conference Room A. For some reason, the unit freezes on a single frame and needs to be rebooted. This has occurred several times in the last month. Bill Robidoux had mentioned that the picture freezes; at which point he has to perform a reboot of the AJA recorder in order for the video signal to refresh. Having encountered some issues here at the Studio, I would be interested in attempting to perform a system reset of the unit to see if it clears up the issue. The system reset that I did at the Studio did clear up the particular issue we were experiencing here, so it may have the same benefit for Conference Room A.

#### **Equipment Status**

I have been in Communication with Tightrope's Regional Sales Manager; who has been answering a lot of our questions regarding the platform's workflow. I had sent some sample files from our Video On Demand for support to analyze. I received word that the encoding parameters of the test files were fine. Additionally, I just sent some samples of our directly exported Adobe Premiere files to support, and am awaiting their follow up on how those files do with their server. This is a preliminary effort to judge how well our current files will match up to both their Video On Demand and Broadcast servers. Once I receive word on the most recent files, I will be able to get information on the transfer process from our TelVue unit to the Tightrope Video On Demand.

As I mentioned in my previous report, we are almost fully integrated with the new Finance Committee room. Our new OpenGear Fiber converter card from Blackmagic is allowing us to capture the HD-SDI signal from the room down to

### **Kris' Report to the Committee - Continued from page 2**

the Studio where we can capture it to our AJA Ki-Pro Rack, as well as down convert it through our Blackmagic SDI-Analog converter card. Once I have the audio cables running directly into the server, we will have it as another source for our TelVue server.

To date, there are no significant issues with any of our other broadcast equipment. Our server continues to function fairly. I do believe that we would be wise to start leaning towards a new Tightrope server in the beginning of the year. As I mentioned, we are in a good place with Tightrope; where we are giving them all of the information on our current server (include file specifications). There is an open door of communication between us, the engineers, and our Sales Rep., so I think in January we would have enough resources available to get a good foothold on the new server.

#### **Social Media Status**

Our social media status for the month could not be higher. We have had a tremendous amount of engagements to our postings, and are really starting to gain momentum in all aspects of our production. We hope to continue our ability to share events and productions each month, with more engagements.

#### **Statistics**

Editor's Note: Video On Demand Statistics were in a corrupted table could not be included in the meeting minutes.

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 three Media Releases. The first media release publicized "Community Calendar Highlights Town Events on Grafton Community Television." The second media release publicized "Grafton Community Television's Christmas Open House is Sunday, December 6<sup>th</sup>." The third media release publicized "Grafton Minute by Minute's Video Recap of Grafton Celebrates the Holidays."

#### **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	\$ 2,432.92	Unencumbered Balance as of 12/02/2015
Charter Fund Account	\$ <4,272.85>	Unencumbered Balance as of 12/02/2015
Verizon Fund Account	\$ 556,924.50	Unencumbered Balance as of 12/02/2015

**Payment Warrant:** The Committee signed a Payment Warrant totaling \$455.00 to pay the following invoice:

- John LaPoint for \$455.00 for consulting services.

**Receipts:**

- The Committee noted receipt of Charter's PEG Access payment for the 3<sup>rd</sup> Qtr of 2015 totaling \$4,761.99 (reference check #05511063 dated 11/5/15.)
- The Committee noted receipt of Verizon's PEG Access payment for the 3<sup>rd</sup> Qtr of 2015 totaling \$71,415.14 (reference check #1231013158 dated 11/9/2015.)

There being no further business Bob Hassinger moved that the meeting be adjourned at 12:01PM. Richard Schultze seconded. Roll call vote: Bob Berger - Aye, Mark Durfee - Aye, Bob DeToma - Aye, Larry Silverman - Aye, Richard Schultze - Aye, Bob Hassinger - Aye, Corson Wyman - Aye. The motion carried unanimously.

Respectfully submitted,



Mark C. Durfee

Clerk & Treasurer

Grafton Cable Television Oversight Committee