



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
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**CABLE TELEVISION
OVERSIGHT COMMITTEE**

MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE
January 20, 2016
Cable Access Studio – 296 Providence Road South Grafton, MA

A meeting of the Grafton Cable Television Oversight Committee was held on January 20, 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, Larry Silverman, Richard Schultze and Mark Durfee
Guest(s): Doug Willardson & John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 7:15 PM. The following represents the results of the meeting:

Meeting Minutes: Richard Schultze moved that the Committee accept the December 12, 2015 meeting minutes as presented. Larry Silverman seconded. The motion carried unanimously.

Chairman's Update: Feasibility Study - 26 Providence Rd and Charter retail office closure: Bob DeToma informed the Committee that Charter would be closing its Grafton business office soon – before June 2016.

Future Meeting Schedule: The next regularly scheduled Committee meeting on February 17, 2016 at 7:30PM was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

Updated Lease Agreement with Town of Grafton – 26 Providence Road: The Committee reviewed and agreed with the language of the proposed draft of the Memorandum of Understanding. Bob Hassinger moved to accept the Memorandum as presented. Bob Berger seconded. The motion carried unanimously.

Future plans for Addressing Grafton High School Audio Concerns: The Committee discussed the issues with the audio at the high school. The Committee was told that the cable access staff would perform two dry runs of the equipment set up and operation with the high school staff.

TelVue Server Replacement: Larry Silverman prepared preliminary specifications for a request for proposal for the replacement of the TelVue playout server. Bob Hassinger pointed out that the new server would have to be able to output in both standard definition and high definition formats. Richard Schultze told the Committee that the present server was being rebooted at least three times per week. Both Bob and Larry volunteered to continue to work on the replacement server specs.

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

Report for Cable Oversight Committee 1-20-16

Studio Production and Activity

We continue to utilize the Studio for new episodes of Grafton Minute By Minute and Ask The Geezers in the month of

Kris' Report to the Committee - Continued from page 1

January. The two Municipal Center conference rooms have also be used for various productions. Our attempt to capture the special Board of Selectmen meeting on January 11th was hindered by the current audio conditions at the High School auditorium. We did not anticipate the degree of hum that exists in the School's infrastructure. We often are accustomed to a low level of hum when capturing meetings. When we tested in the auditorium Monday afternoon, we did not notice any hum beyond the usual level. When the meeting began, however, we noticed a significant increase in the level of hum we were receiving to our camera. It appeared at the time, that there was no personnel capable of controlling the audio board. Roughly ten minutes into the meeting, it was discovered that there was some sort of wiring "short" that may have taken place. After the discovery was made, the hum returned to its normal level. We will need to meet to discuss this issue prior to next February's Special Town Meeting; in order to try and resolve the issue.

During late December and early January, we received our new Control Room and Studio confidence monitors. In the coming weeks we will be constructing our new A/V cart to provide a more sophisticated monitor in our studio.

Equipment Status

We continue to move forward into our research of a new broadcast playout server. This month, we had a conference call with Tightrope sales representative Michelle Alimoradi. Michelle gave us some general information on the equipment specifications. There were, however, still some specific questions that needed to be answered. I believe that Michelle did respond back with several answers to our questions; though there will certainly be more inquiries made into the layout and specifications of the Tightrope server.

Our existing TelVue server does manage to operate, although with occasional crashes, we should have an adequate amount of time to complete our research and acquire a new playback server without any serious issues.

Social Media Status

Our social media presence continues to be strong; with announcements and reminders of our meeting coverage and programming.

Statistics-

Below is the statistics of files viewed on the Video On Demand for the month of December 2015. The file (T02135_1@167284) is always our Live Stream.

Views by File

File Name	Hits	Bandwidth
T02135/Time Lapse Common.mp4	238	375.65 MB
T02135_1@167284	134	1.09 GB
T02135/Night Before Christmas 2015 TA.mp4	72	517.54 MB
T02135/ATA Christmas Concert.mp4	23	78.24 KB
T02135/DPW Building Part_1.mp4	22	74.92 KB
T02135/Board of Selectmen 12-15-15.mp4	18	62.02 KB
T02135/Tim Community Compact 12-18-15.mp4	18	61.24 KB
T02135/Board of Selectmen 11-17-15.mp4	17	57.87 KB

T02135/Grafton Celebrates Holidays_1.mp4	17	57.80 KB
T02135/Community Compact LtGov Polito.mp4	14	47.64 KB
T02135/Planning Board Workshop 11-30-15.mp4	13	44.27 KB
T02135/Board of Selectmen 12-1-15.mp4	11	37.47 KB
T02135/Conservation Commission 12-1-15.mp4	11	37.42 KB
T02135/Min by Min Dec 2015.mp4	11	37.40 KB
T02135/Board of Selectmen 12-15.mp4	9	30.66 KB
T02135/Board of Selectmen 10-20-15.mp4	9	30.88 KB
T02135/Santa and Kids.mp4	8	27.20 KB
T02135/Planning Board 12-14-15.mp4	7	23.83 KB
T02135/FinCom 12-16-15.mp4	6	20.45 KB
T02135/Grafton Works Carol D.mp4	5	17.02 KB
T02135/Holiday Concert 2014- The Messiah.mp4	5	17.02 KB
T02135/Planning Board 11-9-15.mp4	4	13.60 KB
T02135/Community Calendar 12-18-15.mp4	3	10.23 KB
T02135/School Committee 10-27-15.mp4	3	10.19 KB
T02135/Board of Selectmen Workshop 4-14-15.mp4	3	10.20 KB
T02135/Haunted Hayride 10-23-15_1.mp4	3	10.20 KB
T02135/Ask The Geezers #208 Christmas 2015.mp4	3	10.24 KB
T02135/Community Calendar 12-11-15.mp4	3	10.21 KB
T02135/Conservation Commission 12-16-15.mp4	3	10.21 KB
T02135/Grafton Planning Board 9-21-15.mp4	3	10.22 KB
T02135/Planning Board 11-23-15.mp4	3	10.22 KB
T02135/DPW Construction Comm 3-30-15.mp4	3	10.22 KB
Programs viewed less than three (3) times	74	
Total	776	

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 “Community Compact Signing Ceremony on Grafton Community Television.” The second Media Release publicized “Grafton Community Television Live Broadcast of January 11th Medical Marijuana Information Meeting.”

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 12/30/2015
Charter Fund Account	\$ 7,727.15	Unencumbered Balance as of 12/30/2015
Verizon Fund Account	\$ 544,784.25	Unencumbered Balance as of 12/30/2015

Payment Warrant: The Committee signed two (2) Payment Warrants. The first Payment Warrant totaled \$14.95 which reimbursed Bob Hassinger for the graftontv.com domain renewal fee paid to SiteGround which Bob paid on his own personal credit card. The second Payment Warrant totaled \$4,857.92 to pay the following invoices:

- John LaPoint for \$325.00 for consulting services.
- Broadcast Pix for \$3,699.99 for service contracts.
- B&H Photo for \$376.98 for a smart television.
- The Camera Company for \$185.00 for a blackmagic converter.
- Federal Express for \$19.97 for shipping services.
- B&H Photo for \$250.98 for a smart television.

There being no further business Bob Hassinger moved that the meeting be adjourned at 9:03PM. Larry Silverman seconded. The motion carried unanimously.

Respectfully submitted,



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