



TOWN OF GRAFTON
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**CABLE TELEVISION
OVERSIGHT COMMITTEE**

**MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE
April 16, 2016
Cable Access Studio - 296 Providence Road South Grafton, MA**

A meeting of the Grafton Cable Television Oversight Committee was held on April 16, 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, Richard Schultze and Mark Durfee
Remote Participation: Larry Silverman
Guest(s): None

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 10:07AM. The following represents the results of the meeting:

Meeting Minutes: Corson Wyman moved that the Committee accept the March 24, 2016 meeting minutes as amended. Bob Berger seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, Richard Schultze and Larry Silverman voted Aye. The motion carried unanimously.

Future Meeting Schedule: The next regularly scheduled Committee meeting on May 14, 2016 at 10:00 AM was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

B&H Feasibility Study Draft Report: Bob DeToma informed the Committee that the B&H architect stated that the majority cost of the reuse of the old police station as a studio would be associated with demolition of the interior of the building. The Committee reviewed the plans and feedback was to be forwarded by Bob DeToma to the architect. The Committee desired to meet with the architect. Bob DeToma volunteered to contact the architect to set up a meeting.

Request from Charter Communications to Assume the Studio Lease by July 2016: Bob DeToma informed the Committee that Tom Cohan contacted him regarding Charter's request to have cable access assume the studio lease obligation. The Committee reviewed excerpts from the cable license and concluded that Charter continued to be responsible for providing the studio space and corresponding lease obligation. Bob Hassinger volunteered to contact Tom Cohan at Charter. In a related subject about the Committee's obligations and finances, Bob Hassinger informed the Committee that cable funds would need to be accounted for using a revolving account and that a warrant was to be placed on the upcoming Town Meeting to vote on the establishment of the revolving account.

ToVue Server Issues on Town Network: Bob Hassinger informed the Committee that he would be scheduling a meeting with the Town's IT personnel concerning the need to have the studio server connected to the Town's network.

Tightrope versus ToVue - Future Server Discussion: Larry Silverman moved that the Committee approve the procurement specification as presented and forward it to the Board of Selectmen for approval for the state bidding process and that Larry Silverman be authorized to modify the Tightrope specifications to reflect the new models that are being introduced at the NAB. Bob Hassinger seconded it. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, Richard Schultze and Larry Silverman voted Aye. The motion carried unanimously.

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

Report for Cable Oversight Committee- April 16th, 2016

Studio Production and Activity-

In the month of April, we continue to utilize the studio for various community and government productions such as Grafton Minute By Minute, TV Classics, Community Calendar, and Ask The Geezers. We continue to receive new content from our contact at Grafton High School, Tom Walsh. We are very pleased at Tom's eagerness to send us new productions from the students, and hope to continue to receive more productions in the months to come. Mr. Walsh also mentioned to me that he has had a company in to look at the previous audio issue in the auditorium, and that he hopes to have any issues resolved by Town Meeting. Also this month, we had one of our producers, Joanne L'Esperance, back in the studio to edit a concert with Grafton's Ricky Duran for broadcast on the community channel. I have also been working alongside one of my new Charter access assistants, Cameron Jandrow whom I am training on various access techniques to help provide coverage to the Grafton studio in times of need.

We have not had any immediate issues with our AJA recorder at the Municipal Center Conference Room A location. The unit was not functioning properly for a few meetings; with no audio input signal being captured or displayed. The unit would also freeze up; forcing a reboot of the system. We have since performed a factory reset on the unit, and added an additional power supply to the back of the unit. Since that time, we have not seen it crash as it did before. Next will be a confirmation of the unit's firmware to see if there is newer version available for download. I recall seeing similar issues on our AJA at the studio, so I will be interested to see if a firmware update will help at all correct any erratic behavior.

Equipment and Supply Status-

I think the two biggest issues that we were encountering in previous months were the issues at the High School with audio in the auditorium, as well as issues with the AJA recorder at the Municipal Center. The only other outstanding issue was with our broadcast server. The issue of the server's repeated crashes is still a mystery however, I am interested to see if our related IT issues with the FMAN and the broadcast server's IP address may shed more light on the issue. There is a specific issue within the TelVue Video On Demand that has been plaguing us for a while. From time to time, it appears that certain playlists within the VOD tend to duplicate files within each playlist. I had raised this issue with TelVue support about a year ago, and they were unable to provide a remedy for the file duplication. Since then, I have had to manually delete the duplicate files. I am hoping that, with the Tightrope server, we won't have the same issue on their platform.

Social Media/Video On Demand Status-

We continue to post our recent meetings and events to the Video On Demand, and promote our coverage of live meetings and events on our Facebook page. We see great responses, specifically with our promotion of the new Grafton High School productions that we receive from Mr. Walsh's students.

Statistics

Below is the listing of the Video On Demand files per view (hits) for the month of March 2016. [Condensed Report to reflect those shows viewed more than five (5) times.]

File Name – Most Viewed VOD Shows – Shows viewed more than 5 times	Hits	Bandwidth
Live Stream	146	2.40 GB
T02135/Board of Selectmen 3-1-16.mp4	28	95.25 KB
T02135/Board of Health 3-14-16.mp4	17	396.84 MB
T02135/Conservation Commission 3-1-16.mp4	14	47.67 KB
T02135/School Committee 3-22-16.mp4	12	40.84 KB
T02135/Board of Selectmen 3-8-16.mp4	12	533.82 MB
T02135/BOS LPG.mp4	12	40.81 KB
T02135/GEMA Video.mp4	11	109.70 MB
T02135/Finance Committee Hearings 03-12-16.mp4	10	33.99 KB
T02135/Finance Committee Public Hearing 3-5-16.mp4	10	34.08 KB
T02135/Everyday Heroes Awards.mp4	10	34.06 KB
T02135/Planning Board 3-14-16.mp4	10	34.02 KB
T02135/Board of Selectmen_3-15-16.mp4	9	30.66 KB
T02135/School Committee 3-8-16-2.mp4	8	27.23 KB
T02135/Library Trustees 3-2-16.mp4	6	20.60 KB
T02135/Conservation Commission 3-15-16.mp4	6	20.42 KB
T02135/BOS Special Meeting 01-11-16-2.mp4	6	119.17 KB

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 “Grafton Community Television to Host ‘Meet the Candidate’ Programming.” The second Media Release publicized “Town Meeting Warrant Hearings to Air on Grafton Community Television.”

Treasurer’s Report, Invoices, Payment Warrants:

Treasurer’s Report: Mark Durfee told the Committee that he had not received the April reports from the Town Accountant.

The following operating account and fund balances reports are from March:

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 \$3,016.40 to pay the following invoices:

- John LaPoint for \$325.00 for consulting services.
- The Camera Company for \$616.99 for supplies.
- Epstein & August, LLP for \$444.00 for special counsel services.
- Govconnection, Inc. for \$1,475.00 for a projector.
- W.B. Mason Co., Inc for \$155.41 for miscellaneous supplies.

Mark Durfee informed the Committee that he had prepared the 2015 report of revenues and expenses for the Charter cable fund.

There being no further business Bob Berger moved that the meeting be adjourned at 12:11PM. Richard Schultz seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, Richard Schultze and Larry Silverman voted Aye. The motion carried unanimously.

Respectfully submitted,



Mark C. Durfee
Clerk & Treasurer

Grafton Cable Television Oversight Committee