



TOWN OF GRAFTON
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GRAFTON, MA

**CABLE TELEVISION
OVERSIGHT COMMITTEE**

**MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE**

August 20, 2016

Cable Access Studio – 296 Providence Road South Grafton, MA

A meeting of the Grafton Cable Television Oversight Committee was held on August 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): John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Larry Silverman at 10:03AM. The following represents the results of the meeting:

September Meeting: The next regularly scheduled Committee meeting on September 17, 2016 at 10:00AM was confirmed and approved by the Committee by unanimous consent. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

Meeting Minutes: Richard Schultze moved that the Committee accept the July 16, 2016 meeting minutes as presented. Bob Berger seconded. The motion carried unanimously.

Public Relations Report: The Committee noted John LaPoint's report. The report indicated that John had prepared and released two (2) Media Releases. The first Media Release publicized "State Consumer Affairs Official Interviewed on Grafton Community Television." The second Media Release publicized "Grafton Community Television Recaps Grafton's National Night Out."

Public Input: Corson Wyman indicated that he had received a solicitation from Verizon to switch to FIOS which he subsequently did. Bob Berger indicated that he had received a complaint about Charter's broken underground utility pedestals. The Committee suggested that the complaint be placed in writing to Charter with a copy to the Committee.

Studio Report:

Report for Cable Oversight Committee- August 20th, 2016

Studio Activity and Production

We continue to utilize the Studio this month for ongoing productions. The GCTV Staff just wrapped up production of the August 2nd National Night Out at the Grafton Police Department. From what I have heard, it was quite a success. Grafton Government Television continues to feature new editions of the Grafton Works program; spotlighting local business within the Community. The Town Administrator produced an informational program on the Special Town Meeting for August 8th. We continue to keep the public informed of weekend events through our Community Calendar. GCTV Staff continues to capture both live and pre-recorded meetings and events; including Bill Robidoux's coverage of the Grafton Concerts on the Common. We just this week captured the Special Town Meeting at the Grafton High School Auditorium; which was also broadcast live and streamed live on our website. The August 11th Worcester Street

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Public Forum was also captured from the Grafton High School cafeteria.

A note on the Special Town meeting; during setup, we were unable to acquire a clean house feed from the School's auditorium system. I worked closely with the school's TV Production teacher Tomas Walsh to try and resolve the issue. After making several attempts, and using different cameras, we found that the house audio system provided us only a loud buzz. We had been accustomed to some sort of distortion (or buzz) over the last several years. Somehow, however, it had always been resolved at some point along the way. This time, however, neither Tom nor myself were able to isolate the cause of the distortion. We were forced to utilize the on-board microphone on our camera to pick up the audio for the meeting. It appears to me they need a consultant to come into the auditorium and identify what the situation is. I believe they had a consultant from Valley Communications at the school sometime last year. It doesn't appear, however, that they were able to resolve the issue. I hope they are able to find someone who can provide support for their overall issues. I am grateful for the service that Mr. Walsh has provided to us in helping to broadcast live from the school. He is new to the school system, and is dealing with this issue as we are. This is especially important because, without having the issue resolved, we will have to find an alternative way to capture audio for the October Fall Town Meeting. I will continue to work with Mr. Walsh, to investigate possible work arounds in the event that the system is not fixed by that time.

I would like to acquire another wireless hotspot for the Studio, if possible. Having one access point for wireless only gives us a certain amount of coverage for the Studio. If there is a chance to have IT provide us with an additional unit, that we can use to supplement our existing Wi-Fi router, it should give us more coverage throughout the building. Currently, we have limited Wi-Fi access in the Studio and Control room. I am not certain if that is something that would have to be installed by the Town's IT department, or if we would be able to acquire and install the router ourselves. I assume that it would be the former.

Equipment Status

We have had no serious issues this with any of our broadcast equipment. Our TelVue server, though often unpredictable, has performed satisfactory with a very small instance of crashing. I have heard that the new Tightrope server will be delivered and installed sometime in the coming month; which is quite encouraging to know. I've also heard that there may be some training involved; which is good to know as well.

We have also had no significant issues with our AJA recorder. It was good to see that both AJA recorders in the Municipal Center are running on the latest firmware. Of course, I will keep an eye out for new updates; as it seems that they happen quite often.

I have updated our oldest IMac ('08) to El Capitan. I wanted to see the most recent OSX perform on our oldest unit (formerly running 10.6.8). It appears to have been successful and an improvement over the elder Snow Leopard; increasing application speed with little or no impact to the pre-existing software. I'm surprised it was such an easy update on that particular unit. Many of our producers continue to utilize Media 100 Suite as their preferred non-linear editing system. I make sure to encourage all of them to make the leap to Adobe Premiere. Both Boris FX and Media 100 have struggled to stay alive recently in the market, and they can not seem to keep up with Apple's OSX updates. As a result, it seems best to stick with the older OS versions on other Imacs until a later date. Our other existing Macs are currently operating on Mavericks; which Adobe Creative Cloud supports with no issues for Media 100 or Premiere.

I would very much like to finalize the Broadcast Pix switcher, by having the area around the unit secured. This was discussed some time ago, but it really needs to be addressed- as the switcher keeps moving around loosely. Someone had come in and taken a section of the table, but never returned to finish the project.

Social Media Status

We continue to promote all of our activities throughout our Social Media outlets. Our Facebook presence continues to be the primary source of interaction with the Community. We ensure that our audience is aware of live meetings that

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are captured, as well as all other events and activities. The more we are able to interact with our audience, the higher our credibility grows each month within the Community. We have increased our YouTube presence dramatically over the last two months; allowing for more exposure and cross-tagging of media.

CloudCast Video On Demand Statistics

Below are the Views by File for the month of July 2016. As always, the first item is always our Live Stream. I have attempted to get some clarification from TelVue as to the logistics of the Bandwidth section, and how it is calculated, but I have not heard back from support.

File Name	Hits	Bandwidth
Live Stream	85	805.94 MB
T02135/Board of Selectmen 7-19-16.mp4	26	88.41 KB
T02135/Board of Selectmen 7-12-16.mp4	20	68.00 KB
T02135/Board of Selectmen 5-24-16.mp4	19	64.68 KB
T02135/Grafton Works - Hunters Grille.mp4	19	64.62 KB
T02135/Lions Club Concert 7-3-16.mp4	17	57.91 KB
T02135/Info Session Consumer Affairs 7-15-16.mp4	16	54.44 KB
T02135/Cable Oversight Committee 7-16-16.mp4	11	37.40 KB
T02135/Planning Board 7-11-16.mp4	10	34.08 KB
T02135/Planning Board 6-27-16.mp4	9	30.63 KB
T02135/Main Street Meeting 3-31-16.mp4	7	23.81 KB
T02135/Special T M Warrant Review 7-21-16.mp4	6	20.39 KB
T02135/Board of Health 7-11-16.mp4	6	20.44 KB
T02135/Lions Club Concert_7-3-16.mp4	6	20.44 KB
T02135/Board of Selectmen 6-21-16.mp4	6	20.45 KB
Shows viewed less than 6 times	86	
Total	349	806.81 MB

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Verizon Outage – August 10: The Committee noted that Verizon repaired the Education Channel outage within three hours.

Studio WiFi Enhancement: This agenda item was deferred to a future meeting. Larry Silverman volunteered to contact MX consulting about the studio WiFi.

Studio Cleaning Service: The Committee reviewed the cleaning service quote. The Committee believed the price that was quoted was too high and appeared to have included unneeded items in the scope of service. The Committee will look into receiving quotes from other cleaning services along with a revised quote from the company.

License Renewal: Larry Silverman informed the Committee that the Town Administrator did not reconsider the Committee's request to add Bob Hassinger to the license renewal committee.

Sever Replacement – Progress Report, Electrical Upgrade: Larry Silverman informed the Committee that Assistant Town Administrator would be overseeing the negotiations with the vendor. Also a down payment was approved to be sent to the vendor. Larry Silverman volunteered to contact MX consulting about the studio LAN switch. Larry Silverman and Bob Berger informed the Committee about the possible need to upgrade the electrical service for the new server. Bob Berger moved that the Committee authorize an expenditure of up to \$3,000 for the upgrade of the electrical service for the new server. Richard Schultze seconded. The motion carried unanimously.

Relocation of Offices and Studio Facilities: The Committee discussed the possibility of relocating the studio to another location, including the old police station location. Bob Berger moved that the Committee go forward with the architect's feasibility study as written for the renovation for 26 providence road and proceed to going out to bid for construction documents. Richard Schultze seconded. Roll call vote: Bob DeToma Aye, Richard Schultze Aye, Corson Wyman Nay, Mark Durfee Nay, Bob Hassinger Nay, Bob Berger Aye, Larry Silverman Nay. The motion was defeated. Chairman Larry Silverman formed a sub-committee consisting of Bob Hassinger and Larry Silverman to explore alternatives to the 26 providence road location. Corson Wyman and Mark Durfee volunteered to assist the sub-committee upon request as needed.

Municipal Center Overflow – Potential Revisions to Room F, Additional Projection and Audio System: This agenda item was deferred to a future meeting.

GCTV Meeting coverage of rooms without cable connection in Municipal Center: This agenda item was deferred to a future meeting.

Treasurer's Report, Invoices, Payment Warrants:

Treasurer's Report: Mark Durfee told the Committee that he had not received updated reports from the Town Accountant. The following reports were the most recent reports that were provided by the Town Accountant:

FY 2016 Operating Account	\$	3,057.70	Unencumbered Balance as of 07/31/2016
Charter Fund Account	\$	8,277.46	Unencumbered Balance as of 07/31/2016
Verizon Fund Account	\$	565,703.08	Unencumbered Balance as of 07/31/2016

Payment Warrant: The Committee signed three (3) Payment Warrants. The first Payment Warrant totaled \$119.40 and it reimbursed Bob Hassinger for graftontv.org hosting services provided by SiteGround which Bob paid for using his personal funds. The second Payment Warrant totaled \$173.52 for Eversource utility services for the former police station. The third Payment Warrant totaled \$59,347.22 to pay the following invoices:

- John LaPoint for \$390.00 for consulting services.
- AVIC Corporation for \$1,150.00 for technical services.
- WB Mason Company Inc. for \$235.75 for miscellaneous supplies.
- DNR Laboratories for \$51,531.00 for the deposit on the new playout server.
- Comm-Tract Corporation for \$6,000.00 for maintenance on the FMAN.
- Lawrence Silverman for \$40.47 to reimburse him for a plug in alarm for the studio which Larry paid for using his personal funds.

Receipts: The Committee noted that the Town received payment totaling \$6,130.46 from Charter Communication for PEG Access Fees for the 2nd Quarter of 2016 – reference check #05643013 dated 8/5/2016.

The Committee noted that the Town received payment totaling \$72,705.22 from Verizon. No copy of the check or its supporting documentation was provided to the Committee.

There being no further business Bob Berger moved that the meeting be adjourned at 12:54PM. Bob DeToma seconded. The motion carried unanimously.

Respectfully submitted,



Mark C. Durfee

Clerk & Treasurer

Grafton Cable Television Oversight Committee