



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

2015 NOV 16 PM 8:50  
RECEIVED TOWN CLERK  
GRAFTON, MA

**CABLE TELEVISION  
OVERSIGHT COMMITTEE**

**MINUTES**  
**GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE**  
**October 24, 2015**  
**Cable Access Studio - 296 Providence Road South Grafton, MA**

A meeting of the Grafton Cable Television Oversight Committee was held on October 24, 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, Richard Schultze 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 10:05 AM. The following represents the results of the meeting:

**Future Meeting Schedule:** The next regularly scheduled Committee meeting on November 14, 2015 was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

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

**Mass. Dept. of Telecommunications and Cable (BTC) - Draft Letter - Recommendation to the BOS - Discussion:** Bob Hassinger informed the Committee that Atty. Bill August stated that the telecom companies have filed a petition to be relieved of their common carrier status. Mark Durfee moved that the Committee recommend to the Board of Selectmen that the draft memo be sent by the Town. Rich Schultze seconded. The motion carried unanimously.

**Conference Room A & Conference Room F Updates:** Bob Berger informed the Committee that CDA wanted the balance of their payment. However, the As-Builts provided by CDA were deficient. Payment was not to be made until the deficiencies were corrected and that both Bob Berger and Larry Silverman were satisfied with the As-Built documents. Larry Silverman told the Committee that the Conservation Commission desired a wireless connection from the projector to a laptop computer which also could ultimately feed output directly from the projector to the broadcast pic. Richard Schultze moved that the Committee authorize an expenditure not to exceed \$1,000 net for a wireless HDSI receiver and scaler. Larry Silverman seconded. The motion carried unanimously.

**Group Discussion: Proposals Submitted by Firms: Dixon-Salo and Bargmann & Hendrie:** Bob Berger moved that the Committee request that the Town enter into an agreement with Bargmann Hendrie + Archetype, Inc. for the sum of \$54,000.00 to perform the feasibility study to renovate the old police station as specified in the RFQ. Bob Hassinger seconded. The motion carried unanimously.

**Review Monthly Lease Agreement with Town - 26 Providence Road:** Mark Durfee volunteered to prepare a working draft of a Memorandum of Understanding for the Committee.

**GCTV Presence of New Town Website:** The Committee discussed issues with the new Town website.

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

## Report for Cable Oversight Committee 10-24-15

### Studio Production and Activity

During the month of October, the Studio continues to be utilized for new and existing productions. We continue to generate new segments for Grafton Minute By Minute, as well as stand up Community Calendar segments utilizing our teleprompter and green screen. This month, Rick Schultze hosted an interview with newly appointment Commissioner of Fish and Game, George Peterson, Jr. Conservation Agent Maria Mast was also in studio to promote the "Greening Your Community Workshop" held on October 7th. A great deal of external, field-based shoots took place during the month; including the Apple Pie Social on the Grafton Common, a tour of the Great Hall at One Grafton Common, and the Grafton Works project. Bill Robidoux and Bob DeToma have worked to produce a new, High-Definition opening for our Board of Selectmen meetings. Our coverage of the October 19th fall Town Meeting went exceptionally well. In addition, a host of Finance Committee meetings and Board of Selectmen Workshops have been covered and made available on demand in the weeks leading up to the Town Meeting.

### Equipment Status

Our broadcast equipment continues to function well, with no major issues to report on our broadcast server. As always, we watch for any changes in its behaviour that may signal a problem. Since TelVue worked on our server remotely in September, we have not seen any serious issues arise like we had during the previous months. We were able to attend a Tightrope webinar on the newest CableCast version on October 8th. I was pleased to see that the system is revamped to make it more appealing than the previous version. The next step in the process will be to gain more insight into how easily we can transfer our current Video On Demand library over to the CableCast system; and what would be involved in the process.

I am awaiting further correspondence from Greg Childs (IT), on the status of our Wi-Fi infrastructure at the Studio. I emailed Greg on October 6th, to request that he visit the Studio again during the month. I am hoping, upon his next visit, to recreate the login issue that many are facing when attempting to join the Guest Access network.

Our OpenGear Chassis and Blackmagic Optical Fiber/SDI and Analog/SDI units are installed into the Master Control rack. Initially, the Optical Fiber/SDI Converter card which Blackmagic sent us had some manufacturing issues with it's BNC connectors. I was able to have Blackmagic send us a replacement Converter card through an advanced RMA process. The replacement card was received within two days, and has been installed to complete the chassis installation.

The new Canon XA-25 HD cameras continue to perform well. We are still working to understand the best format settings to use for our workflow into both Adobe Premier and Media 100. We are hoping to test the camera's infrared capability when capturing the upcoming Lion's Club Haunted Hayride this month.

We had some intermittent issues with our AJA Ki-Pro Rack recorder; which I was able to resolve with AJA suport. The recorder was stopping when there was any glitch in the signal from the Municipal Center. These glitches are so minute that they are hardly detectable, but the AJA recorder was stopping when they occurred. AJA support was able to help me locate the setting that continues to record during these intermittent signal drop outs.

Lastly, I am awaiting the release of the new Broadcast Pix 5.0 software; which will be available in December. I have spoken with Russell Whitaker and he will be sure to follow up before the actual release, so we know to keep an eye out for it. There is currently a 4.5 release that I will be downloading this month to keep our switcher up to date.

### Social Media Status

I'm please to say that we have been doing a wonderful job keeping all of our new productions updated on our Social Media outlets. Our Facebook page has been quite active; with our latest updates of productions and our coverage of meetings and events. Coupled with our recent Press Releases, we have had a great month of exposure.

### Statistics-

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

Below is the statistics of files viewed on the Video On Demand for the month of September. Views by File.

File Name	Hits	Bandwidth
T02135_1@167284 – Live Streaming	124	588.36 MB
T02135/Grafton Works _ Joe Dahlquist.mp4	99	336.79 KB
T02135/Legion Sept 26 Matt.mp4	44	149.54 KB
T02135/Board of Selectmen 9-1-15.mp4	19	64.61 KB
T02135/Tim Town Mtg Wrnt 9-24-15.mp4	14	47.62 KB
T02135/Board of Selectmen 4-21-15.mp4	11	37.56 KB
T02135/Grafton Min by Min Sept-.mp4	10	34.03 KB
T02135/School Committee 8-31-15.mp4	7	23.84 KB
T02135/Community Calendar 9-11-15.mp4	7	23.87 KB
T02135/Board of Selectmen 8-18-15.mp4	7	23.82 KB
T02135/Board of Selectmen 9-15-15.mp4	7	23.84 KB
T02135/Grafton Planning Board 9-14-15.mp4	6	20.40 KB
T02135/School Committee 9-14-15.mp4	5	17.01 KB
T02135/Grafton Planning Board 9-21-15.mp4	5	17.00 KB
T02135/Ask The Geezers #203.mp4	5	17.02 KB
T02135/ATG 202.mp4	4	13.64 KB
T02135/Grafton Planning Board 9-28-15.mp4	4	13.64 KB
T02135/Board of Selectmen Mtg_5-19-15.mp4	4	13.59 KB
T02135/Grafton Planning Board 8-24-15.mp4	3	10.21 KB
T02135/Conservation Commission 9-15-15.mp4	3	10.20 KB
T02135/Community Calendar 9-25-15.mp4	3	10.20 KB
T02135/Affordable Housing Trust 9-21-15.mp4	3	10.21 KB
T02135/School Committee 6-29-15.mp4	3	10.23 KB
T02135/Ask The Geezers #204.mp4	3	10.21 KB
All Others (Programs viewed less than 3 times)	54	
<b>Total</b>	<b>454</b>	<b>589.46 MB</b>

**Kris' Report to the Committee - Continued from page 3**

Kris McMullin  
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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 (3) Media Releases. The first Media Release publicized the "Fall Town Meeting Warrant Hearings To Air on Grafton Community Television." The second Media Release publicized the "Grafton Community Television Interviews George Peterson." The third Media Release publicized "Fall Town Meeting To Be Rebroadcast On Grafton Community Television."

**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 10/07/2015
Charter Fund Account	\$	<5,660.92>	Unencumbered Balance as of 10/07/2015
Verizon Fund Account	\$	558,661.15	Unencumbered Balance as of 10/07/2015

**Payment Warrant:** The Committee signed five (5) Payment Warrants. The first Payment Warrant totaled \$131.01 which reimbursed Larry Silverman for studio supplies which he paid for using his personal credit card. The second Payment Warrant totaled \$14.95 which reimbursed Bob Hassinger for hosting services provided by SiteGround for graftontv.net which he paid for using his personal credit card. Below are Payment Warrants #3 to #5:

**Payment Warrant #3 – Total \$759.22:**

- John LaPoint for \$455.00 for consulting services.
- W.B. Mason Co., Inc. for \$150.91 for miscellaneous supplies.
- Staples, Inc. for \$153.31 for miscellaneous supplies.

**Payment Warrant #4 – Total \$4,699.98:**

- 42<sup>nd</sup> Street Photo for \$4,699.98 for two Canon camcorders.

**Payment Warrant #5 – Total \$48,196.00:**

- The Camera Company for \$48,196.00 for new cameras and ancillary equipment for Conference Room F.

There being no further business Larry Silverman moved that the meeting be adjourned at 12:45PM. Bob Hassinger seconded. The motion carried unanimously.

Respectfully submitted,



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