

Groton Cable Advisory Committee

via Internet Conference

Meeting Minutes for: 7/20/23

In Attendance:

Cable Committee Members: John Macleod, Eric Fischer, Janet Sheffield,
& Neil Colicchio

Other:

Program Director - Ashley Doucette

Called to Order At: 4:36 PM

Meeting Minutes:

John made a motion to approve the minutes of 5/30/23. Janet seconded. It passed unanimously.

General Updates:

- The Committee was reminded to review the new *Best Practice Guidelines for All Town Boards and Committees* - which was sent out by the Town Clerk.
- The new Cablecast equipment is up and running and working well. The new CG Bulletin Board pages have been established and allow for more flexibility when posting content and notices. The new updated software also comes with the ability to trim files from the online platform which is an added bonus.
- Audience Measurement is now available through Cablecast.
- Studio Dedication status - still planning out signage.
- The Summer Internship program is currently in full swing.
- The current website survey has been up for a while and it is now time to start thinking of a new question to ask visitors.

Discussion Item: MassAccess Spring Conference Review

The MassAccess 2023 Spring Conference took place on Friday, June 23rd at Great Wolf Lodge. Ashley, Noah, and John were in attendance.

Most panels, aside from the MA Legislative Update, were interesting but there was nothing of note to report on.

Next MassAccess event will be a meet-and-greet in Billerica this October.

Discussion Item: Legislative Update

The Joint Committee on Advanced Information Technology, the Internet and Cybersecurity met on July 13th to hear testimony on H.74 and S.34 - An Act to modernize funding for community media programming.

MassAccess and many access centers attended to testify.

There seemed to be an overall interest in making sure there is a future for cable access but there was some hesitancy about the money and how the funding should be procured and where it should come from.

The Joint Committee will be meeting again in the fall.

Discussion Item: Fiscal Year 2024 Budget & the Future of the Cable Enterprise Fund

We are now currently in Fiscal Year 2024.

Based on the current budget and budget estimations, we will be able to fund ourselves through the end of Fiscal Year 2025.

We are continuing to have conversations with the Town Manager on this matter and will need to start determining a timeline and process for alternate funding.

We are keeping a close eye on the legislative work and how this might affect our funding situation.

Purchase Request - Grotonfest Booth

Ashley requested the purchase of a vendor booth at Grotonfest. It was noted that the cost of a non-profit booth increased from \$75 to \$150.

VOTE: Janet moved to approve the amount of \$150 for the purchase of non-profit vendor booth at Grotonfest. Eric seconded. It passed unanimously.

Purchase Request -TriCaster TC410 Plus

Ashley requested the purchase of a new TriCaster camera switcher for the studio control room to replace the current one which is failing to integrate sound and is unreliable during studio production. Ashley explained that the cost for this TriCaster had been built into this year's budget.

VOTE: Janet moved to approve an amount not not exceed \$10,495 for the purchase of a new TriCaster TC410 Plus. John seconded. It passed unanimously.

Action Item: Ashley will procure three quotes for the TriCaster in order to select a vendor for the equipment purchase.

Purchase Request - Vacuum Cleaner

Ashley requested the purchase of a new vacuum cleaner for the studio.

VOTE: John moved to approve an amount not to exceed \$180 for the purchase of a new studio vacuum cleaner. Neil seconded. It passed unanimously, 3-0, with Janet having left the meeting prior to this discussion item/purchase request.

Discussion Item/Purchase Request - Wellesley Media Center Liquidation of Microphones and Teleprompters

Wellesley Media Center advertised the liquidation of some of their studio equipment.

Upon seeing microphones and teleprompters that might be of use to The Groton Channel, Ashley traveled to Wellesley for more information on the equipment.

There were two teleprompters that would work to replace the older one attached to Studio Camera 1 and would add an additional unit to Studio Camera 3, helping with multi-camera production.

There were several sets of wireless goose-neck microphones that would work to replace the table microphones in the first-floor meeting room at Town Hall and that would help alleviate excess room/table noise.

It was determined that a conversation should be had with the Town Manager on whether or not the Town might help cover the cost, in full or in part, of the microphones as they will strictly be used for Government meeting coverage.

VOTE: Neil made a motion to approve an amount not to exceed \$2,500 for the purchase of the two teleprompters from Wellesley Media Center. Eric seconded.

It passed unanimously, 3-0, with Janet having left the meeting prior to this discussion item/purchase request.

Next Meeting is planned for 8/16/23 at 4:30 PM on Zoom.

Meeting Adjourned at: 6:07 PM