

Groton Cable Advisory Committee
via Internet Conference

Meeting Minutes for: 4/24/24

In Attendance:

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

Other:

Program Director - Ashley Doucette

Called to Order At: 4:35 PM

Meeting Minutes:

Janet made a motion to approve the minutes of February 8th, 2024. Eric seconded. It passed by a vote of 3-0.

Janet made a motion to approve the minutes of March 14th, 2024. Eric seconded. It passed by a vote of 3-0. (*as amended with corrected typos.)

Janet made a motion to approve the minutes of April 2nd, 2024. Eric seconded. It passed by a vote of 3-0.

General Updates:

- Spring Town Meeting will be held on Saturday, May 18th. Volunteers will be needed.
- The streaming bill has been extended to May 6th. A vote may be called at any time.
- The 30-day notice on our Cablecast Software Assurance renewal was received. Paul Plotkin of G&G will be sending us an invoice in the next week or two.

Discussion - Scheduling of Public Hearing for Verizon Franchise Renewal

A public hearing will need to be held to answer any questions regarding our franchise license renewal with Verizon. It is recommended that this meeting be held in-person in one of the smaller rooms at The Groton Center. With two weeks of posted notice needed, Thursday, May 23rd at 7:00 PM was the chosen date and time.

VOTE: Janet made a motion to approve up to \$160 for two weeks of public notice advertising in The Groton Herald. Eric seconded. It passed by a vote of 3-0.

Discussion - 2024 Summer Internships

When building the budget for FY 2024, the money was set aside for a total of \$3000 to fund summer internships. The committee approved the opening of applications on May 1st with a deadline of May 29th.

The applications will be compiled and submitted for review at an early June meeting (currently planned for June 4th-6th). Applicants will be notified of their status on or by June 7th.

A total of \$3000 can be expended on internships (3 individual internships *or* one individual internship and a “group” project capped at \$2000).

Discussion - Review Census Survey Results and Open New Public Survey

Results of the survey

Results from the survey sent out via a QR code included in the 2024 Town Census were reviewed. There were a total of 23 responses.

Language and content changes to the Town specific survey were discussed as a part of creating a version for the wider community (anyone that may want to take part).

It was decided that the new survey should open on May 1st.

The survey will be publicly available and will be posted on the Groton Channel website and social media accounts.

It was recommended that adding language similar to “take this quick, 2-minute survey” may encourage more participation.

Discussion - Disposal of Surplus Equipment

There are 2011 and 2013 iMacs that are no longer in use and are no longer compatible with the software that we utilize our computers for. We will be looking to dispose of them, and likely some other equipment, in the near future. In order to ensure that proper Town policy for disposal of surplus equipment is followed, this item was deferred to a later meeting date.

Discussion - Line Item Transfers

Due to a miscalculation in wages for the FY 2024 budget, a line item transfer is required to move funds from Operations to Wages.

VOTE Janet moved to move \$360 in this years budget from the line item “operations” to the line item “wages.” John seconded. It passed by a vote of 3-0

Purchase Requests

With an additional \$10,000 being proposed to move from E&D to our operational account at the May 18th Special Town Meeting, Ashley presented a list of items that were recommended for purchase with these fund:

- Panasonic HC-X2 Camera (\$2,833.91)
- 7.2V Li-Ion Batteries for Panasonic HC-X2 Cameras (\$137.16)
- PortaBrace Camera Body Armor/Rain Jacket (\$250.29)
- iMac with 1TB SSD, 16GB Mem. And 10-Core GPU (\$2,099)
- 2x 4K Video Camcorder Kits for Consumer Camera Replacement (\$199.98 / \$399.96)
- Sennheiser Wireless Microphone System (\$949.32)
- Doro Hard Case for Sennheiser Wireless Microphone System (\$58.90)
- Shure 4-Channel Mixer (\$258.12)
- Rolls 8-Channel Mixer (\$235.44)
- 2x Microphone Stands (\$21.74 / \$43.48)
- 2x Seal Communication Headsets for Sports Broadcasting (\$134.25 / \$268.25)
- 2x Skullcandy Over-Ear Headphones (\$95.03 / \$190.06)
- Stabilization Rig and Microphone Bundle (\$102.48)
- Lume Cube Panel Mini (\$52.49)
- USB Microphone with Broadcast Arm and Pop Filter Kit (\$149.97)
- 8-Channel Desktop Gooseneck Microphone System (\$308.89)
- Rechargeable Batteries (\$22.79)
- Battery Charger (\$29.99)
- 71in Kitchen Pantry Storage Cabinet (\$274.86)
- Carpet (\$345.77)
- Couch (\$166.97)
- Steel Storage Cabinet (\$133.88)
- Conference Table (\$595.99)

Total Cost of all items listed = \$9,849.08

*Rounded to \$10,250 for unexpected costs associated with these purchases.

VOTE Janet made a motion to approve up to \$10,250 for the purchase of the above listed items. John seconded. It passed by a vote of 3-0.

Eric requested that it be noted in the minutes that an outstanding job was done by Ashley in the research and compiling of the requested items.

These items will not be purchased until the vote at Town Meeting in case the transfer does not pass and the funds do not become available.

Next Meeting is planned for Thursday 5/23/24 at 6:00 PM in-person at The Groton Center. As a part of that meeting, the Public Hearing will take place at 7:00 PM.

Meeting Adjourned at: 6:20 PM