

Groton Cable Advisory Committee
via Internet Conference

Meeting Minutes for: 8/8/24

In Attendance:

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

Other:

Program Director - Ashley Doucette

Called to Order At: 4:40 PM

Meeting Minutes:

Eric made a motion to approve the minutes of June 6th, 2024. Janet seconded. It passed by vote of 3-0.

The minutes of July 25th, 2024 were held and look to be approved at the next meeting.

General Updates:

- Contact has been made with Charter about the franchise renewal process. Due to summer schedule conflicts on their end, talks should officially begin around the end of August. The current license expires on November 6th.
- The Newsflash created about Art Cheeks being appointed the new Fire Chief and the Newsflash created to promote the Groton-Dunstable Community Education Summer Theater production both received over 2,300 plays on Facebook.
- Internship Update: One intern has completed their internship and was paid out at the final hour count. There are still two interns currently working at the studio.
- A new show focusing on The Groton Center has just started and another show (a movie review program) will be starting up soon.
- Two meeting freelancers will be heading back to school soon which will leave us with one person. We'll be posting on our website, social media pages, with the High School Guidance office, and other locations to help ensure that we find more people interested in helping us cover meetings.
- We're currently working on refreshing out Basic Video Production workshop with the hope of running a one-on-one workshop soon.

- An “Open House” type event will be hosted at the studio on November 23rd through the Prescott Community Center. This will allow people a chance to come see the studio, get hands on with some of our equipment, and try out different roles in a mock production.

Discussion - Verizon HD Channel Letter of Request

The Committee reviewed a letter written by Ashley to be sent to Verizon for the formal request of the HD Channel afforded to the Town in the new Franchise Renewal License.

Ashley will work with the Town to make sure the letter has the proper authorization before sending to Verizon.

Discussion - Closed Caption Funding Letter of Request

The Committee reviewed a letter written by Ashley to be sent to parties who may be able to provide and/or help find funding to be used to cover the costs adding closed captioning to the channel. A block of 500 hours would cover our current rate of production for \$3700 a year. There is also a pay-as-you-go option (18 cents/minute or \$10.80/hour) where we could continue operating on a “by request” method.

The letter could be sent to groups such as the Commission on Accessibility or the Commissioners of Trust Funds. It could also be used as a base to apply for grants that the project might qualify for.

It was suggested that a new survey be posted on the website homepage to gauge interest on the use of captioning.

The Committee members will review the letter and send their notes to Ashley for implementation in the final draft.

PURCHASE REQUEST

- Seagate 24TB Expansion Desktop USB 3.0 External Hard Drive

Ashley asked the committee to approve a request of \$515 for the purchase of a Seagate 24TB External Hard Drive to alleviate the storage load on the current drives in use.

VOTE Janet made a motion to approve up to \$515 for the purchase of a Seagate 24TB External Hard Drive. Neil seconded. It passed by a vote of 3-0.

Next Meeting is planned for Thursday, September 12th at 4:30 PM and is currently planned to be held in-person.

Meeting Adjourned at: 5:52 PM