

LITTLETON COMMUNITY TELEVISION ADVISORY COMMITTEE (LCTVAC)
Meeting Minutes
January 6, 2025 at 7:00 pm
LCTV Studio

Present: LCTVAC – Adam DeCoste, Chairman; Gary Wilson, Vice Chairman; Lesley Glorioso, Clerk; Scott Glorioso, Allen McRae; LCTV – Mark Crory, Judy Reid, Kirby Dolak

Absent: Dave Astolfi, Barbara McRae; LCTV –Nick Casaletto

Meeting called to order at 7:00 pm by Adam DeCoste.

- **Chairman's Remarks**
 - None.
- **Discussion/Approval of Minutes**
 - **Motion** to approve November 25, 2024 Minutes. (Motion: Gary Wilson; Second: Scott Glorioso).
Motion Passed: Aye Unanimous.
- **Report of the Executive Director (ED)**
 - Kirby will be retiring in June 2025. Further discussion needed on future personnel coverage/strategy.
 - Boxboro has received budget for our expenses for next FY (starts July 2025).
 - Mark reviewed monthly programming reports from November and December.
 - Top On-demand/YouTube shows November – 1) LHS Football, 2) 2024 Youth Flag Football Championship, 3) LHS Girls Soccer; Studio Usage: 7 hours; Edit Suite Usage: 16 hours.
 - Top On-demand/YouTube shows December – 1) LHS Winter Concert, 2) Nashoba/Wachusett Ski Program (informational Zoom meetings), 3) LMS Winter Concert; Studio Usage: 6 hours; Edit Suite Usage: 18 hours.
 - Have picked up televised coverage for Cultural Council, Sustainability Committee, Personnel Advisory Committee Forum, Clean Lakes Committee. Discussion on restricting coverage for more sensitive committees (e.g., Personnel Advisory, Assessors). Meetings will still be open to public and can be viewed live.
 - Covered Veteran's Day Ceremonies in Littleton and Boxboro. Meetings with Key Code, Vertex, Senior Center tours and inspections.
 - Many photos for events: Littleton & Boxboro tree lightings, Santa at Holiday Bazaar, Toys for Tots at LPD, Employee Holiday Luncheon, EHS Friendsgiving Luncheon, Boxboro Town Hall Luncheon, updates for LPD headshots, photos for Town Hall departments used in calendar
 - Reviewed Kirby's Supervisor's Report for Dec – see attached
 - Trained Boxboro's Finance team on IMA model
 - Boxboro is happy with services received
 - Still working on Senior Center details.
 - FY '26 budget presentation to Finance Committee and Select Board will be in Jan. Level funded for operating costs. Have plan to get through FY '27. Discussed possible fundraising ideas.
 - Will form a fundraising subcommittee to look at options for funding past FY '27 (Mark, Adam, Gary, Dave)
- **Technology Subcommittee**
 - Nothing to update.
- **Finance Subcommittee**

- Nothing to update.
- **Communications Subcommittee**
 - Nothing to update.
- **Human Resources Subcommittee**
 - Nothing to update.
- **Maintenance & Facilities Subcommittee**
 - Nothing to update.
- **Other New/Old Business**
 - None.

Motion to adjourn meeting (Motion: Allen McRae; Second: Lesley Glorioso). **Motion Passed: Aye Unanimous.** Meeting adjourned at 8:09 pm.

Next Meeting: Wednesday, February 26, 2025 at 7:00 pm at LCTV Studio

Respectfully submitted: Lesley Glorioso—Clerk, LCAC

Dec 2024

Video Production Supervisor Activity Report

Meetings, Events Scheduled, Produced and/or Broadcast Dec 2024

ConsCom W 2	ZBA In-person 0
Planning Board (In-person) 1	PMBC V 1
FinCom 1	COA Hybrid 1
Select Board In-person 2	BOX Select Board H 2
SchCmte H 1	BOX Planning Board V 2
BOH W 2	BOX FinCom H 2
Park & Rec Commission H 1	ABRSD Sch Cmte – conflicts w FSBC, no broadcasts
Ltn Concerts LHS & LMS	FSBC meetings 2
SLSBC 0	FSBC Listening Forums 2
Holiday Bazaar – Still Photography w Troop 20	Story Time w Santa – Judy
Holiday Picture Events – See Specials	

Pre-Production/Mtgs/Setup

- Send out weekly schedules on meetings and coverage to Committee and Department heads to both towns. Schedule Zoom webinars and meetings for two communities. Credentials by Clerks Office.
- Validate Jan '25 Preliminary monthly meeting schedule – Send to Ltn/Box Cmte/Brd
- Schedule Video Vendors and Media Technicians for meeting coverage.
- Munis – Weekly invoice entry for all LCTV Video Vendors
- Weekly Timesheet prep for XBTV Video Vendors
- Weekly/daily Dept meetings
- CBB slides creation and posting – Box
- Daily cfg, sched and test Zoom broadcasted virtual and Hybrid meetings on Castus QR
- Weekly next week meeting coverage schedule emailed – Zoom meetings scheduled
- Cont. work w Box Fire Chief on FSBC pictures for Outreach
- Cont. Work with EHS and LCTV Director on technical details for the Senior Center
- Kirby is covering the Box Fire Station Building Cmte events (meetings, special outreach,)
- Judy is covering anything to do with the Shaker Lane School Buiding Cmte – Go Judy
- Prep for LELWD/Box Water Resources Box Forum/Webinar – Jan 15th

Specials (Remote/Zoom/In-person Shoot & Post Production/Still Photography)

- Boxborough Planning Board x2 post –production, Upload to Box Castus VOD
- Photo's of Littleton and Boxborough Tree Lighting ceremonies
- Photo's of Arciero/LPD Toys4Tots toy collection, post and distribution to LPD, Lowell Santa, State Legislators
- Photo's of Friendsgiving luncheon w Rotary
- Photo's of Littleton Town Hall Holiday Luncheon
- Photo's of Boxborough Town Hall Luncheon – Building gingerbread houses
- LCTV (Judy) assisted Troop 20 for taking pictures w Santa at Holiday Bazaar
- LPD Photo Update in Studio four sittings - Judy
- Story Time w Santa at Library – Judy
- Box ConCom, 3A (MBTA) Post-production of non-broadcast meetings and post to Box CCS portal
- MBTA Public Forum
- Create special intro/outro artwork for FSBC and Box Jan 4th Sat Budget Forum
- Box STM moved to March 18, 2025.