LITTLETON CABLE TELEVISION ADVISORY COMMITTEE (LCTVAC)
Meeting Minutes
March 18, 2019 at 7:00 pm
LCTV Studio — 37 Shattuck St., Littleton MA 01460

Present: LCAC – Allen McRae, Chairman; David Sill, Vice Chairman; Lesley Glorioso, Clerk; Nancy Hilsinger, Barbara McRae, William Vales; LCTV – Mark Crory

Absent: Mille McGovern, Kirby Dolak, Judy Reid

Meeting called to order at 7:01 pm by Allen McRae.

- **Chairman’s Remarks**
  - None.

- **Approval of Minutes**
  - Motion to approve February 25, 2019 Minutes with one typo corrected. (Motion: David Sill; Second: Nancy Hilsinger) *Aye Unanimous.*

- **Report of the Executive Director (ED)**
  - Distributed Kirby’s notes entitled “What Forces are Moving LCTV’s Cheese or How We Can Adapt & Evolve to the Future.” Committee members will review packet outside of meeting. FCC rulings may affect us, but feeling is that it won’t be too bad since LCTV is a town dept. There are a number of scenarios possible for the future: Continue as is/Town takes over funding/Town partially funds & we have to find additional revenue sources/We do all revenue generation/End of LCTV.
  - Presented February Monthly Programming Reports
    - Top On Demand/YouTube shows for Jan: 1) TNN, 2) Healthy Living (latest episode), 3) Planning Board
    - BOS had uptick in views for meeting that included TA interviews.
    - Studio usage for Nov: 10 hrs; Edit Suite usage: 71.25 hrs.
  - 4 hrs of training completed for PRCE. PRCE then created their own piece and aired it on their site.
  - New program – Claudia (ABHS student) producing Maestro at Indian Hill pre-talk series. 2 episodes done so far.
  - Presented February Video Production Supervisor Activity Report
    - See attached report for details.
    - Received and tested AJA Helo Streaming device that had been approved last meeting ($1250)
    - ACM User Group meeting in Derry NH
    - Packed up Boxborough studio for move to Sargent Library
    - Added coverage of Boxborough Planning Board meetings (weekly)

- **Technology Subcommittee**
  - Discussion on backup. Nancy currently using 3TB of 6TB drive and not able to back up media. Bill relayed 3-2-1 approach would be complete coverage. 3 backups of work on 2 different forms of media and 1 stored offsite. Would need 18-24TB for backup storage. **Motion** to authorize the Executive Director to spend up to $2,000.00 for purchase of storage for backup purposes. (Motion: David Sill, Second: Barbara McRae). *Aye unanimous.* Bill will work with Kirby and Mark on technical details of configuration.

- **Finance Subcommittee**
  - Nothing to update.

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• **Communications Subcommittee**
  - Received info and samples on LCTV shirts (long and short sleeved). Barbara and Mark working on determining what to order.
  - Barbara will have proposal for spring Open House in the spring. To be discussed further at next meeting.

• **Building & Facilities Subcommittee**
  - Dave will take van when it’s not needed to have Jake’s Paint Shop look at the front door and the cab. Will also look into flaking on fiberglass body at same time. Will ask if spot of peeling decal can be touched up by the painter when doing the front door.
  - Dumpster issues – Bill V. followed up with George re: safety issues with dumpster location. LCTVAC needs to write up issues.

• **Personnel Subcommittee**
  - Nothing to update.

• **Other Business**
  - None.

**Motion** to adjourn meeting (Motion: David; Second: Lesley Glorioso). **Aye Unanimous.** *Meeting adjourned at 7:46 pm.*

**Next Meeting:** April 29, 2019 at 7pm in the LCTV Studio  
**Respectfully submitted:** Lesley Glorioso—Clerk, LCAC
February 2019
Video Production Supervisor Activity Report

Meetings Scheduled and Broadcast Feb 2019

| ConsCom 2 | ZBA 1 |
| Planning Board 1 | MPIC 1 |
| FinCom 1 | COA 1 |
| Library Trustee 1 | Joint COA/Friends 2 |
| BOS 3 | |
| SchCmte 1 | Box BOS 2 |
| BOH 1 | BOX Planning Board 2 |

PreProduction/Mtg/Setup

- Planning for Boxborough STM/ATM event
- Schedule Contractors for Littleton and Boxborough for March. Send out weekly schedules on meetings and coverage to Committee and Department heads.
- Munis - Time sheets prep for all Contractors
- Grange Hall Reno Contractor meeting
- Trends in PEG stations - Derry NH ACM User group meeting
- Pack-up Boxborough Studio in Boxes for move to Sargent Library
- Sargent Library data port gigabit verification

Specials (Remote Shoot & Post Production)

- Boxborough Planning Board meetings – 2 ENG cameras and old wireless PZM mics
- Boxborough Planning Board post –production x2. Upload to Castus
- Boxborough Town Planner Retirement - Picture coverage

Maintenance/Repairs

- Local backup and archive – Need to split GOV meetings previously stored on one 4TB drive to two.
- Issues with Comcast Head End. Several Technician visits with gear replaced in Studio.

Outreach/Training

- ENG Training for 2 Sargent Library employees and TA Exec Asst - $500 adder to quarterly fee
- Created Boxborough ATM/STM meeting document to provide insight on setup time/prep and network requirements

Comments:

- Working on DAS storage for post-production backup. Issue not with Thunderbolt gear availability but with ability of DAS to back-up another DAS device versus the iMac itself. Rethinking problem.
- AJA Helo streaming box and 5port Gig switches received, cfged, and tested
- Start of coverage of Boxborough Planning Board meetings – Weekly. Boxborough is over-hauling all their Zoning Bylaw. One meeting finished at 1:30AM...