Meeting called to order at 7:04 pm by Allen McRae.

- Chairman’s Remarks
  - None.

- Approval of Minutes
  - Motion to approve March 18, 2019 Minutes with two minor edits. (Motion: David Sill; Second: Nancy Hilsinger) Aye Unanimous.

- Report of the Executive Director (ED)
  - Mark to follow up with Millie in person to see if she wants to continue as a Committee member. Mark tried to contact her and her number is no longer in service. She’s not listed in Town Report as member of the Committee and the town website says her term expired in 2018.
  - Mark presented March Monthly Programming Reports
    - Top On Demand/YouTube shows for Jan: 1) TNN, 2) BOS, 3) COA/COA Friends meeting.
    - Judy will promote Robotics piece on Facebook
    - Studio usage for Nov: 11 hrs; Edit Suite usage: 62.75 hrs.
  - Kirby presented March Video Production Supervisor Activity Report
    - See attached report for details.
    - Doing dry run for Littleton STM/ATM. Overflow seating will be in cafetorium. Kirby making connections so video stream can be sent back to studio.
    - Planning for Boxborough STM/ATM.
    - IMA with Boxborough is moving along with just a few edits left to be made. Includes coverage of new meeting (Planning Board). Discussion if they can move some of their meetings from Monday night to other nights (now all on same night and that results in extra charges for logistics, etc.).
    - Some issues with Tricaster continue.
    - There was water damage in the Fire Station meeting room. Kirby to assess if any equipment was damaged.
    - Met with ActonTV to discuss 5G, resource sharing between ActonTV and Boxborough TV, some YouTube practices, future directions. Planning to have the same type of discussion with Westford.
    - Working with Nancy and Bill on iMac storage. Drives ordered were DOA and returned for replacement.
  - Shot ATM preview shows for Littleton and Boxborough with Town Administrators. Also shot FlnComm’s 2020 overview.
  - Two candidates coming in tomorrow to shoot spots (Mark Rambacher and Rich Crowley). Offering 3-5 mins to anyone in contested or uncontested races, as well as certified write ins (must be certified with Town Clerk).
  - Building a relationship with LELWD dept. and working on various projects together.
• Met with new TA (Nina Nazarian) last week and she got to see the studio in action. She wants to offer her support without micromanaging.

• **Technology Subcommittee**
  • Storage update above.

• **Finance Subcommittee**
  • Nothing to update.

• **Communications Subcommittee**
  • Received info and samples of LCTV shirts (long and short sleeved). **Barbara** and **Mark** will determine what to order tomorrow.
  • Discussed having Open House on June 19.

• **Building & Facilities Subcommittee**
  • Sent van out and got the front door and the cab painted. Decided to not do anything about the decal right now.
  • Barbara raised issue of rusted railing and cracked step at Studio entrance. Should be addressed.
  • Dumpster issues – Bill V. followed up with George re: safety issues with dumpster location. Allen will bring up to Selectman and show them the issue.

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

• **Other Business**
  • None.

**Motion** to adjourn meeting (Motion: Bill Vales; Second: David Sill). **Aye Unanimous.** *Meeting adjourned at 8:03 pm.*

**Next Meetings:** May 20, 2019 at 7pm in the LCTV Studio  
June 17, 2019 at 7pm in the LCTV Studio

**Respectfully submitted:** Lesley Glorioso—Clerk, LCAC
March 2019
Video Production Supervisor Activity Report

Meetings Scheduled and Broadcast March 2019

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<tr>
<th>ConsCom 2</th>
<th>ZBA 1</th>
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<tr>
<td>Planning Board 1</td>
<td>MPIC 0</td>
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<td>FinCom 2</td>
<td>COA 1</td>
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<td>Library Trustee 1</td>
<td>Joint COA/Friends 2</td>
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<td>BOS 3</td>
<td>Library Project Preso LPD Sat 3.16.19</td>
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<td>SchCmte 3</td>
<td>Box BOS 2</td>
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<td>BOH 2</td>
<td>BOX Planning Board 3</td>
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PreProduction/Mtgs/Setup
- Planning for Boxborough STM/ATM event
- Planning for Littleton STM/ATM event - Meetings w O'Neill and Crory re Overflow
- Schedule Contractors for Littleton and Boxborough for April. Send out weekly schedules on meetings and coverage to Committee and Department heads.
- Munis - Time sheets prep for all Contractors
- Grange Hall Reno Construction meeting X4
- Regency site visit for BFD retirement party

Specials (Remote Shoot & Post Production)
- Boxborough Select Board and Planning Board post –production x3. Upload to Castus
- Boxborough Grange Hall renovations, construction management/oversight
- Photo opp for Boxborough Fire Chief Randy White retirement party at Regency
- Photo opp for Tina Maeder retirement gathering
- Emerson Hospital Healthy Living Allergy filming segment – Westford IM

Maintenance/Repairs
- Issues continue with the Tricaster. Discussions on relocating rm103 control to storage room adjacent to 103. Move some gear from Fire Station. Acquire inexpensive HD video switcher and HD cameras for rm 103. Shorter cabling distances and allows studio Tricaster to be used less frequently.
- ATM Network Connectivity testing in LMS gym. Working to establish network connection back to Castus from ATM.

Outreach/Training
- Claudia Castro – ENG camera training
- ENG training for Sam Alvarez to tape Cooper Room Library project meeting
- In Studio meeting with ActonTV to share ideas
- Castus Caucus v5 briefing

Comments:
- Working with Nancy and Bill on iMac storage requirement reqmts and implementation specifics
- Next several weeks will be extremely busy with potential for overtime between two town meeting preps and execution.