LITTLETON CABLE TELEVISION ADVISORY COMMITTEE (LCTVAC)

Meeting Minutes
May 20, 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, Kirby Dolak, Judy Reid

Absent: None

Meeting called to order at 7:00 pm by Allen McRae.

- Chairman’s Remarks
  - None.

- Approval of Minutes
  - Motion to approve April 29, 2019 Minutes. (Motion: Bill Vales; Second: David Sill) Aye Unanimous.

- Report of the Executive Director (ED)
  - Mark presented April Monthly Programming Reports
    - Many meetings in April.
    - New series - Watts & Drops (LELWD).
    - Top On Demand/YouTube shows for Jan: 1) LELWD Watts & Drops, 2) TNN, 3) BOS.
    - Majority of LELWD views were on YouTube (they embedded the YouTube links on their website); the majority of BOS views are on Castus On Demand.
    - A summer intern will focus on social media and how LCTV can increase its presence.
    - Studio usage for April: 11 hrs; Edit Suite usage: 54.25 hrs.
  - Kirby presented April Video Production Supervisor Activity Report
    - See attached report for details.
    - Prep and coverage of STM/ATM for Littleton (1 night) and Boxborough (3 nights)
    - IMA with Boxborough completed. Signed by Boxborough.
    - Grange Hall restoration project will be completed within next week or two.
    - LELWD actively engaging LCTV to come out for shoots.
    - Brought State Rep. Jim Arciero up to speed on 5G.
    - Various outdoor shoots (Charity Bell, MetroRock, Whitcomb WTP site)
    - Worked with Nancy and Bill on iMac storage.
    - Equipment at Fire Station does not seem to be damaged by water leak; issue has been resolved.
    - Note correction to Activity Report – Supria Shraff was fill in for Claudia at Indian Hill shoot.
  - Judy noted coverage of LMS Science Fair, 2 promos for LHS Drama’s Drowsy Chaperone production
  - Got copy of letter sent by League of Women Voters to Senator Markey asking him to do what he can to persuade the FCC to reverse their change to the Cable Communications Policy Act of 1984.
  - Post ATM re-cap meeting with Diane Crory and Anthony. Decided that next ATM will be broadcasted live. Discussed electronic voting for in person audience, but the cost is high. Discussed moving venue to LHS (was done in past and not liked); doesn’t seem to be any reason to change.
  - Discussion around LHS video class and TNN. Future is uncertain due to low participation rates, some specific incidents that occurred this year.

- Technology Subcommittee

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• Storage backup system is in place, configured, and working.

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

• **Communications Subcommittee**
  • Short-sleeved LCTV shirts look great. Ordering long-sleeved shirts is next.
  • Open House will be held on June 19, 6-8pm. Will promote on Littleton Common and on bulletin board. Barbara and Nancy will create a flyer. Possibly have a sign up for volunteers.

• **Building & Facilities Subcommittee**
  • Need to replace tires. Kirby will check when van needs oil change and service.
  • Some lights in control room are strobing. May not be using the proper bulbs. Will figure it out.
  • Barbara and Mark talked to George about railing and cracked stairs. He’s waiting for new TA.
  • Dumpster issues – Allen still working issue and will bring up to Selectmen.

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

• **Other Business**
  • Bill, Nancy, and Barbara have submitted their papers to renew terms as Committee members.
  • There is one open spot for another member.

**Motion** to adjourn meeting (Motion: David Sill; Second: Bill Vales). **Aye Unanimous.** *Meeting adjourned at 8:11 pm.*

**Next Meeting:** June 17, 2019 at 7pm in the LCTV Studio
**Respectfully submitted:** Lesley Glorioso—Clerk, LCAC
April 2019
Video Production Supervisor Activity Report

Meetings Scheduled and Broadcast April 2019

| ConsCom 2 | ZBA 1 |
| Planning Board 1 | MPIC 1 |
| FinCom 1 | COA 1 |
| Library Trustee 1 | Joint COA/Friends 2 |
| BOS 2 | Littleton Rotary Candidates Debate |
| SchCmte 3 | Box BOS 1 |
| BOH 2 | BOX Planning Board 2 |
| Boxborough Pre-ATM shoot | Littleton Pre-ATM shoot |
| Littleton Patriots Day coverage | Littleton FinCom Pre-ATM shoot |

PreProduction/Mtg/Setup
- Cont. Planning for Littleton & Boxborough STM/ATM events
- Schedule Contractors for Littleton and Boxborough for May. Send out weekly schedules on meetings and coverage to Committee and Department heads.
- Munis - Time sheets prep for all Contractors
- Boxborough – Time sheet prep for all Contractors
- Stageworks meeting on Littleton ATM logistics and setup
- Boxborough IMA prep and meet w Ryan Ferrara – Agreement complete and signed by Boxborough. Not sure if Littleton BOS has signed.
- Install Grange Hall cabling with AccessAV
- Disk storage reqmts meeting – Nancy & Bill
- 5G Aesthetics and Tech document review – Nick Lawler
- Whitcomb Ave interview mtg – Nick Lawler
- 5G Meeting with State Rep. Jim Arciero
- Beaver Brook WTP – pre-shoot mtg Paul

Specials (Remote Shoot & Post Production)
- Boxborough Select Board and Planning Board post–production x3. Upload to Castus
- Boxborough Grange Hall renovations, continued construction management/oversight
- Charity Bell – Parents Info 2 person shoot
- Rock Climbing – Bob Spinozzi Small Town segment
- Whitcomb WTP site – PSA footage
- MetroRock – Ribbon cutting w Selectmen Joe Knox

Maintenance/Repairs
- Continued ATM Network Connectivity testing in LMS gym. Establish network connectivity back to Castus from ATM.

Outreach/Training
- Ahira (fill-in for Claudia at Indian Hill shoot) – ENG camera training

Comments:*  
- Survived Two Towns meetings (Littleton 1 night; Boxborough 3 nights)
- Network connectivity from LMS Gym allowed overnight turn-around of ATM video. Ran into Castus NLE bug that we worked around thanks to ActonTV info from last month!