LITTLETON CABLE TELEVISION ADVISORY COMMITTEE (LCTVAC)
Meeting Minutes
June 17, 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; LCTV – Mark Crory

Absent: William Vales, Kirby Dolak, Judy Reid

Meeting called to order at 7:02 pm by Allen McRae.

- Chairman’s Remarks
  - Received a letter from Verizon starting the 3-year clock before renewal negotiations. Allen will put together a response letter and get it into the BOS packet for their next meeting.
  - Carol Vales has been appointed by BOS as new member of LCTVAC. Nancy and Barbara were each appointed to another term and have been officially sworn in.
  - In our next meeting, the Committee will vote on Chairman, Vice Chairman, and Clerk positions and reply to the Goals Update Request we received from the BOS.

- Approval of Minutes
  - Motion to approve May 20, 2019 Minutes. (Motion: Nancy Hilsinger; Second: David Sill) Aye Unanimous.

- Report of the Executive Director (ED)
  - Mark presented May Monthly Programming Reports
    - Standard fare of programs and meetings this month.
    - Last episode of TNN aired. The LHS video class will no longer be offered, so TNN will not be produced going forward.
    - Top On Demand/YouTube shows for May: 1) TNN, 2) BOS, 3) Drowsy Chaperone promo.
    - Studio usage for May: 11 hrs; Edit Suite usage: 74.75 hrs (busy month for Nancy at 64.8 hours!).
  - Mark presented Kirby’s May Video Production Supervisor Activity Report
    - See attached report for details.
    - A great deal of work for prep, coverage, and post of STM/ATM for Littleton (1 night) and Boxborough (3 nights).
    - Post-ATM brainstorming meeting (Littleton).
    - Grange Hall restoration project completed. Kudos to Kirby for his work on the project.
  - Will be setting up this week for STM on June 26. Planning first LIVE stream!
  - Littleton Common recording interview with Nina, the new TA.
  - Voted on Motion to authorize Executive Director, Mark Crory, to approve any accounts payable bills for FY20 up to $500.00 without a Littleton Cable Advisory Committee member signature. Any accounts payable bill in excess of $500.00 must be co-signed by one member of the LCTVAC. (Motion: Barbara McRae; Second: Nancy Hilsinger). Aye Unanimous.
  - Voted on Motion to designate Executive Director, Mark Crory, as the only signature required on all departmental payroll time sheets for FY20. In the event of his absence, one member of the LCTVAC will sign off on all departmental payroll time sheets. (Motion: Lesley Glorioso; Second: Nancy Hilsinger). Aye Unanimous.
  - Budget – have overspent on subscriptions and tech services, but underspent in other categories, so overall actuals are under budget.
• Mark reviewed our outstanding capital items that had been approved by ATM with Steve. About $50K moved into cable fund that had not been spent on capital. Have 2 open projects: upgrades for Room 307 and 103.
• Got permission from Anthony to use the room in the back of Room 103 as a Control Room. Contractors will be able to direct meeting from this room (may add a window, depending on cost). Will save money doing this because when we upgrade to HD, we won’t have to run cables all the way back to the studio.
• Nicole Biagioni will be a summer intern and will be hosting a live call in show (Littleton Live) over the summer covering town issues. She’ll be promoting the show at Third Thursday and on social media.

• Technology Subcommittee
  • Nothing to update.

• Finance Subcommittee
  • Budget update above.

• Communications Subcommittee
  • Ordering long-sleeved LCTV shirts still on to do list.
  • Open House will be held this week - June 19, 6-8pm.
    o Will have light apps and drinks.
    o Mark did promotional spot that has been airing.
    o Pamphlet will be available.

• Building & Facilities Subcommittee
  • Need to replace tires on van. 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.
  • Mark reminded George about railing and cracked stairs.
  • Dumpster issues – Allen will bring up to Selectmen.

• Personnel Subcommittee
  • Nothing to update.

• Other Business
  • None.

Motion to adjourn meeting (Motion: David Sill; Second: Lesley Glorioso). Aye Unanimous. Meeting adjourned at 7:39 pm.

Next Meetings: July 15, 2019 at 7pm in the LCTV Studio
Respectfully submitted: Lesley Glorioso—Clerk, LCAC
May 2019
Video Production Supervisor Activity Report

Meetings Scheduled and Broadcast May 2019

| ConsCom 1 | ZBA 1 |
| Planning Board 1 | MPIC 0 |
| FinCom 0 | COA 1 |
| Library Trustee 1 | Joint COA/Friends 1 |
| BOS 2 | Littleton Rotary Candidates Debate |
| SchCmte 2 | Box BOS 1 |
| BOH 1 | BOX Planning Board 2 |
| Park Commission 1 | Boxborough ATM 3 nights /2 contractors, 1 staff |
| Littleton ATM w Overflow 6 contractors, 3 staff | Teach-In PInBrd 1 |

PreProduction/Mtg/Setup
- Tech Rehearsals for Littleton & Boxborough STM/ATM events
- Schedule Contractors for Littleton and Boxborough for June. Send out weekly schedules on meetings and coverage to Committee and Department heads to both towns.
- Munis - Time sheets prep for all Contractors
- Boxborough – Time sheet prep for all Contractors
- Stageworks meeting at LMS gym for screen setup – Sunday before ATM
- Setup for Littleton and Boxborough ATM – Friday before ATM’s
- Post-ATM brainstorming meeting

Specials (Remote Shoot & Post Production)
- Boxborough ATM post and Planning Board post –production x4. Upload to Castus
- Boxborough Grange Hall renovations, continued construction management/oversight
- Third Thursday DSLR shoot

Maintenance/Repairs
- Continued backup of Castus video files to external 4TB HDD
- Installation of full 4.1.28 Castus OS. Resolving many Day One and current operational issues!

Outreach/Training
- Grange Hall new gear training by AccessAV for LCTV

Comments:
- Setup and prep for new June STM a week before meeting due to previously scheduled vacation
- Planned first LIVE streaming of one article STM!