LITTLETON CABLE TELEVISION ADVISORY COMMITTEE (LCTVAC)
Meeting Minutes
July 15, 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, Kirby Dolak

Absent: Carol Vales, William Vales, Judy Reid

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

• Chairman’s Remarks
  • Allen talked to Ed Mullen and Steve Moore from PMBC about back steps. Steve will talk to Chris Stoddard because he says it is a maintenance issue.
  • Motion to postpone reorganization of the Committee and vote on positions until our September meeting when the full Committee will be in attendance. (Motion: David Sill, Second: Nancy Hilsinger) Aye Unanimous.

• Approval of Minutes
  • Motion to approve June 17, 2019 Minutes with one edit by Mark. (Motion: David Sill; Second: Nancy Hilsinger) Aye Unanimous.

• Report of the Executive Director (ED)
  • Mark presented June Monthly Programming Reports
    o Some programs moved from Educational classification to Public Access classification (e.g., Littleton Rocks).
    o Top On Demand/YouTube shows for June: 1) BOS, 2) Town Mtg, 3) Park/Rec Comm.
    o Studio usage for June: 2 hrs; Edit Suite usage: 53 hrs.
    o Decided prior to STM that meeting would not be first live broadcast.
  • Kirby presented June Video Production Supervisor Activity Report
    o See attached report for details.
    o Still having issues with Tricaster.
    o Prep, coverage, and post of Littleton STM.
    o Boxborough Planning Board now meeting in newly renovated Grange Hall.
    o Mock disaster drill with LELWD and Littleton Fire. Great support with camera and drone footage to create training film.
    o Castus releasing new version of UI. Kirby submitting comments and having a major impact on how this version looks & feels.
    o Spent time with Loaves & Fishes at Leadership breakfast to discuss their future video use.
    o Working on outreach relationship with Emerson Hospital. Some personnel changes may change our relationship with them. They are looking at us as distribution mechanism and way to get metrics on their programming and that’s not what we had agreed to with them.
  • Lift inspection done and the elevator passed.
  • Dumpster – George and Anthony discussed location with trash removal company to see what would work for truck access. The only viable spot would be directly across parking lot from where they are now. Anthony wants to wait until Library plans are finalized.
  • FCC has released info regarding legislation changes. They have put off charging for the channels, but in-kind drops will be charged for (i.e., they will deduct credit). Mark will call cable companies
to see what drops they think we have and will reconcile what is actually being used in Town buildings.

- Had first Littleton Live show airing last week. Brought up interesting point that contractors aren’t required to pass drug testing like Littleton town employees. We follow the Town policy, but the Town has not yet updated it to include marijuana. In absence of a policy, we use common sense when monitoring contractor behavior.

- **Technology Subcommittee**
  - Nothing to update.

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

- **Communications Subcommittee**
  - Ordering long-sleeved LCTV shirts still on to do list.

- **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.
  - Dumpster issues – See update above under Report of the ED.

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

- **Other Business**
  - None.

**Motion** to adjourn meeting (Motion: David Sill; Second: Lesley Glorioso). **Aye Unanimous.**

*Meeting adjourned at 7:42 pm.*

**Next Meeting:** September 16, 2019 at 7pm Subsequently changed to September 11, 2019 at 7:30pm in the LCTV Studio

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

Meetings Scheduled and Broadcast June 2019

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<tr>
<th>ConsCom 2</th>
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<tr>
<td>Planning Board 3</td>
<td>MPIC 1</td>
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<tr>
<td>FinCom 0</td>
<td>COA 1</td>
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<tr>
<td>Library Trustee 1</td>
<td>Joint COA/Friends 0</td>
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<tr>
<td>BOS 3</td>
<td>EHS – Litteiton Farm Overall - 1</td>
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<tr>
<td>SchCmte 0</td>
<td>Box Select Board 2</td>
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<tr>
<td>BOH 2</td>
<td>BOX Planning Board 2</td>
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<tr>
<td>Park Commission 1</td>
<td>Littleton STM 1 nights /3 contractors, 1 staff</td>
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PreProduction/Post/Setup
- Tech Reharsals for Litteiton STM event
- Schedule Contractors for Litteiton and Boxborough for July. Send out weekly schedules on meetings and coverage to Committee and Department heads to both towns.
- Munis – Time sheets prep for all LCTV Contractors
- Boxborough – Time sheet prep for all Boxborough Contractors
- Complete Setup/test for Litteiton STM – Friday before STM
- Meetings with LELWD and LFD on mock disaster drill – 2 LCTV staff x2
- Meeting with David Ketchen on 5G Aesthetics standards document
- Meeting with Boxborough Contractors on Fifers Day Coverage

Specials (Remote Shoot & Post Production)
- Boxborough Planning Board post –production x3. Upload to Boxborough Castus
- Boxborough Fifers Day coverage – 1 contractor and 1 LCTV staff
- Emerson Hospital Technical Assist – Healthy Living Tic episode
- Video and still camera coverage of LELWD and LFD mock disaster drill. 2 LCTV staff, 1 volunteer, 3 LELWD staff and drone.

Maintenance/Repairs
- Continued backup of Castus video files to external 4TB HDDs
- Prep for installation of 4.1.29 Castus OS. (Pre-release 5 transition)
- Upgrade Boxborough Livestream OS to release 6 to determine audio issues
- Reorganize storage area for additional space and functionality

Outreach/Training
- Grange Hall new gear training by AccessAV for Boxborough Town Hall and Brd Members
- Attend Loaves and Fishes Leadership breakfast at Devens, MA. Determine future video assistance.
- Support LCTV Open House

Comments:
- Continued shakedown of new Castus 5 User Interface