

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday October 27, 2014**

Mitch Cohen called the meeting to order at 7:04pm

#### **Attendance:**

**Committee:** Mitch Cohen, Tom Devlin, Bob Werme, Chris Menn

**Unexcused Absence:** Mike Belleville

**Staff:** Pat Aldrich

1. **Financials:** Thru 9/14: F/T Wages: MTD: \$2,129.76, P/T Wages: MTD: \$708.15. Total YTD: \$8,586.75
2. **Correspondence:** Mass Access MyMass Xchange new database program sharing announcement, Pat went to the first stop of their tour at Shrewsbury cable. Mitch wrote a memo to Charter about encryption issues. Jeff Ellis resigned, sent back his keyfob. The Committee agreed that if Pat decides he needs to fill the position, he has the freedom to advertise and invite interviewees, candidates to be approved by the DCAC. Under advisement from Atty Solomon, Mitch sent a memo to the Capital Improvement Committee to answer questions about the legal restrictions of cable funds according to federal law. Cable fund is strictly for Cable Access use.
3. **Charter Encryption:** Mike Guzinski wrote a letter to Charter to invite Tom Cohan to the Board of Selectmen 10/7/14 meeting to discuss encryption issues. Sen. Moore wrote a letter of support to the Atty Generals office about this issue. Mitch said after researching, Cable companies are allowed to fully encrypt everything, but they are required to help customers transition. \$30,000 of A/V equipment for the school has been rendered useless by the digital encryption. The video distribution system in the school is not handling the encryption and will need further updates, which will become a taxpayer issue if Charter does nothing to help. There has been an effort to contact Charter about this, without response thus far. Vendors for the school building project have not been able to attain the amount of cable cards needed for the school, as clearly outlined in the current license. The license reads "One digital box or cable card per viewing location". Mitch will send a confirmation email to Donna Souza to check up on this.
4. **Meeting Minutes:** 9/8/14: Tom motioned to accept as presented, Bob 2nd, unanimous favor.
5. **Coordinator's Report:** September Meeting report submitted, Octoberfest 2014 Summary submitted. SHINE (Sr. Healthcare show) has been submitted from Milford TV. Kidmissing 8 shot and uploaded, sent to Milford TV for broadcast there. Green screen tutorial has been shot while setting up for KidMissing to

show the process I go through to produce that show. Octoberfest entertainment 2014 has started to get processed for broadcast. The Middle School Ribbon Cutting Ceremony 10/18/14 has been shot, edited, and posted online as well as in the broadcast schedule. New lower third titles have been added to meeting replays on Govt. channel 192. Tumblr blog has been taken down, as the Public Video section has been added to the Town Site, as per the original plan. Pat will be attending the free Marlborough Broadcasting Tech Expo 10/30/14. There was a call from Hayward Landing stating that since the digital encryption the service there has been terrible, with channels freezing and audio issues. Residents have called to get the incoming feed evaluated, but there has been no response from Charter. They are asking for the DCAC's help in getting this issue resolved. Mitch said he would email Tom Cohan to inform him of this issue.

6. **Equipment:** School Committee room at the High School needed new meeting audio equipment. Mitch is going to email the School Dept the new list of equipment before purchasing. Pat submitted a new list of equipment for a "field studio production" kit for consideration. Mitch mentioned looking at shotgun microphones for the Sony cams, tripods, and carry cases. Some discussion about moving to HD and 16:9 ratio in the near future. Cameras in the Resource Room have been failing recently, right around the time we were thinking of replacing them. Gary Pink from Camera Company sent a quote over to replace the cameras and mounts, but some of the equipment was cheaper on B&H so Pat will do the install. Tom made a motion to purchase new cameras and all included equipment for the Resource Room not to exceed \$3,500.00, 2nd by Bob, unanimous favor.
7. **Other Business:**
8. **Next Meeting:** November 24, 2014
9. **Adjourn:** Bob motioned to adjourn at 7:48pm, Chris 2nd, unanimous favor.