



# Town of Fairhaven

Town Hall 40 Centre Street, Fairhaven, MA 02719

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## Minutes of Meeting

BOARD OF SELECTMAN  
FAIRHAVEN, MA

### Cable Advisory Committee

PLACE OF MEETING: Town Hall Banquet Room

DATE AND TIME: June 18th 2016, at 7:00 p.m.

MEETING OF: Cable Advisory

(Signature)

9-22-2016

(Date Signed)

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Present: Barbara Acksen, Ex-officio: Selectman Bob Espindola, Ronnie Medina, John Methia, Mike Merolla

Absent: None

Guests: Steve Valoukas, Jose Invencia (Executive Director of Lakecam TV, Evan Arelio (Production Coordinator at LakeCam TV), Steve Ryse from BCC Fall River, Drew Furtado (Fairhaven BDTV)

The meeting was called to order at 7:04 P.M

### Meeting Notes

The May 17<sup>th</sup> Meeting notes were reviewed by the Committee.

John Methia motioned to approve the minutes.

Mike Merolla Seconded,

There was no further discussion

The vote was unanimous in favor.

as submitted by Barbara Acksen.

The June 28<sup>th</sup> meeting notes were reviewed (as submitted by Barbara Acksen).

Mike Merolla motioned to approve

Ronnie Medina seconded

Bob Espindola abstained because he was not present at the meeting

There was no further discussion.

The motion carried, 4 votes in favor, one abstention.

Steve Ryse, who was hired by the Town for technical support outlined some issues about meetings that had been recorded but not scheduled to play. He will continue to work on these issues with direction from Anne Obrien and Mark Rees.

Mr. Ryse reviewed his background with the committee. He is employed by Bristol Community College, he runs Access Fall River and Runs a studio at the college.

John Methia indicated that Mr. Ryse was familiar with Tight Rope operating system that the Town uses for Government Access and Education Access.

Mr. Ryse stated that there were configuration issues that were not allowing programming to go out live and he found a problem.

Mr. Ryse indicated that he was partial to the Tight Rope system

The committee discussed the fact that the recorded meetings on the web site are not accessible in a user friendly way to mobile devices, smart phones, etc.

A discussion of the server ensued.

Mike Merolla suggested that emphasis be placed on replacing the server immediately.

Jose Invencio indicated that the server was actually working but there were programming issues.

The server is a one channel server.

Mike Merrolla reiterated support for a new server to replace the existing server and make things better overall.

There was a general discussion about how multiple servers could help with redundancy for equipment failures.

Jose Invencio indicated that LakeCam purchased an extra channel for back-up. PEG requires three (3) Channels. Manufacturers sell by outputs, which equals channels.

Drew Furtado indicated that there is one server at Fairhaven High School and one server at Town Hall that interfaces with a computer at Town Hall.

John Methia explained that the studio development had hit a road block of sorts as Town Meeting passed an article to pay a consultant review all Town Facilities to identify space usage efficiency recommend changes in usage, etc. and that study would reveal best location for a

studio.

With delays forecasted for build out of a studio in Town building, the discussion turned to the possibility of leasing commercial space in Town for a studio on an interim basis, at least. He provided a sheet outlining his review (see attached).

Mark Rees arrived at 7:30

Mike Merrolla started his presentation over again.

H indicated that Pro-Cuts and Metro PCS sites were too small.

Space in Sconticut Neck Square next to Fun 107 might be a good fit.

Berdon Plaza may be in Foreclosure according to Mark Rees.

Fairhaven Center for Business, where the old Dorothy Cox Candies store was located, has open space but is a Condo Association and that Association would need to be contacted.

Walmart Plaza has a number of open units. Property manager Summit Realty would need to be contacted.

Mark Rees explained that with leasing property the Municipal process would involve putting together a simple Request for Proposals to ensure that all interested parties are given a fair opportunity in an open process.

Bob Espindola asked if the RFP could require sites to be in Fairhaven and Mark Rees indicated that it could.

Mark Rees indicated that basic information such as Square Foot requirements Parking Requirements, Quality of Space requirements, etc.

The CAC will develop some specifications and get them to Mr. Rees.

Discussion turned to comparing Government run programming vs. the Non-profit run station.

Jose Invencio weighed in stating that Lakeville set up a Non-Profit so could avoid some of the liability issues that can exist with Public Access programming. He also stated that CORI checks and background checks have become a very important part of managing the programming.

Mark Rees brought up partnering with the School Department and the possibility of even utilizing the school facility for Government and Public Access functions. Drew Furtado indicated that he did not want to have Public Access at the High School, at least under his direction.

The conversation turned back to a discussion about an RFP for a lease of space for a studio.



Bob Espindola motioned to authorize Mark Rees to work with Mr. Ryse to develop an RFP for leasing studio space. Mr. Rees also agreed to inquire with Dr. Baldwin about use of School Facilities.

Ronnie Medina seconded.

There was no further discussion

The vote carried unanimously.

Mark Rees presented a draft Job Description for a Government Access Coordinator. The number of hours per week the position would consist of was left blank but Mark indicated that he thought it might be a part time position. He indicated the hourly rate would likely be in the \$20 - \$25 per hour range, based on a survey he had done of similar positions.

The Committee discussed the job description in detail and decided to recommend a full time (40 Hour) position and to emphasis the position would expand to cover development and implementation of Public Access programming, polices, etc. as well. There are sufficient funds from Subscription fees to cover the position. All agreed that focus would be on fixing Government programming and coverage first and foremost but that, as soon as time permits, Public Access would be a focus.

John Methia commented that he felt a full time position would attract a much higher qualified candidate pool.

The committee reviewed the job description in more detail and marked up to include

- A focus on Public Access component as well Government Access.
- A requirement / ability to work with community organizations as well and to cover local events.
- Expanded Training role to go beyond Town offices to include remote locations, Studio, etc.
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Bob Espindola motioned that he be allowed to mark-up the notes from this meeting onto the Draft Job Description and send to Mark Rees to keep the process moving.

John Methia Seconded the motion

There was no further discussion

The motion passed unanimously

The next meeting date will hinge on when the Job Description is ready to be reviewed again by the CAC (after Mark Rees completes his work). The CAC will plan for the third Tuesday in August unless an alternate date is set (sooner) based on the need to get the Job Description posted.

Mike Merrolla made a motion to adjourn at 8:50 P.M.

Ronnie Medina seconded.  
There was no further discussion  
The motion carried unanimously.

Submitted by Bob Espindola, acting Secretary

