

MILLBURY CABLE TELEVISION COMMISSION MINUTES
Municipal Office Building – 127 Elm Street – Large Conference Room
Thursday March, 20, 2014 – 7:15 p.m.

Present: Mary Krumsiek; Paul DiCicco; Richard Carew; Jeffrey Dore; Public Access Director Kevin Krassopoulos

Not Present: Roger Desrosiers, Frank Irr, Robert Sullivan

Chairman Krumsiek opened the meeting at 7:15 p.m.

NEW EMPLOYEE

Ryan O'Donnell is our new employee working 12 hours per week. He graduated from the Connecticut School of Broadcasting. Ryan interned for 6 months at WEEI with Glenn Ordway for "The Big Show". He was also an Assistant Producer for almost a year at WAAF for the "Hillman Morning Show".

NEW EQUIPMENT DEMONSTRATION

The new equipment was installed during the first 2 weeks of February; Kevin is still not 100% satisfied. The 3 cameras were updated to HD; the signal is downgraded to analog to go out to air. There is now a 6 second delay with Charter; it accepts the signal, then transcodes it to make it digital (makes analog signal digital) and this is where the delay comes in; nobody will notice except us in the control room.

There are 2 microphones in the ceiling to be used when someone makes a comment from the audience and does not want to go to the podium. We have to ride the audio for that. If the audience asks a question to someone at the podium, we have to raise the audio, but when the person at the podium speaks, we pick up that person from the mic at the podium and from the speakers through the ceiling mics and it is too loud. This could be fixed by moving the ceiling speakers further back. There are also challenges with the Clear One automatic mixer.

Paul asked if we can increase the monitor (above the control room window) to a 32 inch monitor, and mentioned that the other night there was a big board on the easel and on the TV, and the only people who could see it were the people at the easel and those on the board. He wants a larger display so people in the audience can turn and look at the screen. Jeff and Mary think it will be a distraction. Jeff asked if the image on the easel can be output to the overhead projector onto the screen so the audience could see it too. Rich suggested we put a monitor on the long wall opposite the podium. Kevin stated it would have to be fed off the overhead because of the 6 second delay with Charter; the larger monitor could also be a distraction due to the delay. We had a projector installed in the ceiling. Mary said it works great. We get direct feed from the projector to the control room.

Everyone took a tour of the control room and had a demonstration of the new equipment.

ETHICS – Everyone was reminded to complete the training and send in the completion certificate to the Town Clerk's office.

STUDIO USE POLICY – First Reading

Jeff was absent last meeting and asked for a recap of what was discussed in January. Discussion tabled until the next meeting when Frank Irr is present, as he created the first draft.

FUTURE PURCHASES

We have one portable teleprompter; Kevin is pricing the mounting equipment and 2 more monitors. We need portable camera systems for meetings; the large and the small conference rooms covered, but we have no way of putting in cameras and controlling them in rooms such as the Board of Health (BOH). We need a power strip, audio mixer, DVD recorder in a case, and bring a camera and tripod.

Kevin anticipates hiring more part-time people; some meetings are at 7:30 AM or 10 AM. The BOH and Council on Aging (COA) meeting rooms are very small; we may need to use handi-cams. For the COA we will probably have to stand in the doorway. Rich suggested a wider view camera. Kevin said it has to be easy for someone to bring it all in and just plug in one plug.

Don't forget about the future studio purchase. The equipment in the studio at the High School would be left for students and the school to use. It would offer someone the ability to be the Educational Access Coordinator to run the studio at the High School and run a video club after school. They would tape all the games and the concerts and all events that goes on at the school. Jeff said the person may have to have some type of educational background, or maybe even a teaching certificate. Currently, Public Access uses the studio 5 days a week; there is no way for students to film games.

NEW BUSINESS

Fire Truck Camera - Jeff asked if the committee wants to set up a tentative date to see the camera. **Tentative dates: April 17, 2014 at 6:30 p.m. or May 15th at 6:30 p.m.** Jeff reviewed the Fire Department's SOG (Standard Operating Guidelines) in relation to the use of the camera.

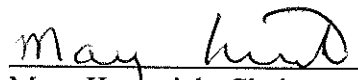
Motion made by Paul DiCicco, seconded by Richard Carew, to table this discussion until the committee has time to review the minutes when Chief Matt Belsito was before the committee discussing the purchase of the camera. **Motion** passed unanimously.

PREVIOUS MINUTES: **Motion** made by Paul DiCicco, seconded by Rich Carew to approve the meeting minutes of January 16, 2014. **Motion** carried unanimously.

ADJOURNMENT: **Motion** made by Rich Carew, seconded by Paul DiCicco to adjourn the meeting at 8:57 p.m. **Motion** carried unanimously.

Respectfully submitted,

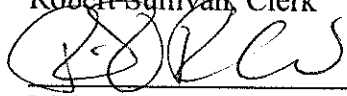
Joyce Sampson



Mary Krupnsiek, Chairman

Frank Irr, Vice Chairman

Robert Sullivan, Clerk



Richard Carew



Roger Desrosiers

Paul DiCicco

Jeffrey Dore