

MILLBURY PUBLIC ACCESS/CABLE TV ADVISORY COMMITTEE MINUTES
Public Access Studio at MHS – 12 Martin Street
Thursday June 28, 2012 – 7:15 p.m.

Present: Mary Krumsiek; Richard Carew; Roger Desrosiers; Jeff Dore; Bob Sullivan;
Public Access Director Kevin Krassopoulos; Lori Burrows-Associate Member

Absent: Frank Irr, Paul DiCicco

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

PREVIOUS MINUTES

Motion made by Jeff Dore, seconded by Roger Desrosiers to approve the minutes of April 19, 2012 meeting. **Motion** carried unanimously.

DIRECTORS REPORT

Kevin is working on putting all the equipment to be replaced in town hall and in the library next door (at High School) into one bid and send it out once for one project. Kevin will work with Finance Director Brian Turbitt on bid specifications.

There are 3 remote control cameras in the library, wired to back corner of the library; if there is something going on in the library and something in studio, could only do one. If we use portable any casts (an any cast is a portable video studio) and hook it up in library we can have 2 events going on at the same time.

The High School video production class has asked for a few more editing computers – they only have 3 and it is a class of 15 students. They also started the year with 3 handycams. Kevin loaned one to the Police Department for an investigation; he brought a tripod and a camera and it has not been returned yet. A student took out another camera and it was lost or stolen; this is the first time this has happened. Kevin sent a letter to the school department with a copy of the invoice for that piece of equipment, including scan disk and case. They can choose to give us a check for this amount or if they can find a replacement camera they can purchase it and give it to Kevin. We need to attempt to go after that money so as not to set a precedent of not going after the money.

Bob said we should make up a form; a group does not borrow the equipment, a person borrows the equipment; whoever signs for the form, indicate how long it would be used so we know when we will get it back. Kevin and Mary said that there is a form. Kevin has the name and number for the person who has the other camera and he will make the call. The form does not say anything about not returning equipment, or if it goes missing. We will follow same procedure as if a student lost a book or school equipment. Mr. Cunha said he will send the form up, and the student will be billed. Mary suggested a disclaimer on the bottom of the sign-out sheet. Roger said the disclaimer should say it goes through them, for town usage.

It was requested that a letter be sent to the PD, simply say the equipment was lent in October, and you have no difficulty loaning it when they need it, but we expect it to be returned as soon as its use has been completed. It is not an intrusion; you are keeping track of your equipment.

The issue with the student goes back to May. Jeff asked if the PD has been notified; with lost materials, the PD puts out word to pawn shops to keep watch for a specific item; a police report would make sense. Typically a student borrows a camera for one or two

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days; the student takes it to an event to tape then returns the equipment. Kevin does not know if the student lost it or if it was stolen from the student. Roger said we should have the serial number from the inventory and the police can use that number.

Discussion ensued about purchasing economy cameras and giving them to a member of the personnel of the school department, then the cameras and the content would be the responsibility of this person and not Kevin. Kevin said during the day the cameras are always out and charging, and signed out by either Kevin or John (Cunha), but either way is fine. Jeff said with all the responsibilities and tasks Kevin has, whatever the committee gets off his shoulders would make his job easier. Rich said invite John in and explain what we would like to do; he also said he would like to see how the school deals with the missing camera.

Motion make by Jeff Dore, seconded by Bob Sullivan to ask video production teacher to come to one of our meetings to allow us to give him a presentation on using the equipment in an acceptable manner. Roger asked if there is anything else that is also put in to this where he becomes responsible. **Motion** passed unanimously.

Kevin said we will add 3 iMac editing computers to the 3 we already have. His vendor said Apple is taking away the license to sell and in the future we may have to buy directly from Apple. Rich said we should be purchasing direct from Apple for the warranty. Jeff said to make sure they all have the same editing software. Additional handycams will be included in the bid specs.

In the past few months 2 DVD decks in the channel 12 playbacks stopped working, (Kevin is playing academic awards and graduation back to back) and now another deck is not working. We will buy 10 of them at \$49.00 each to be able to keep some in stock. The broken ones are not old, but these decks are on 24/7, 365 days a year. Kevin thinks they will stop making these in the near future. The technology is heading towards server based systems.

In addition to Mary Krumsiek, Kevin has added Frank Irr and Nickie Machacz (a student at MHS) as part-time help. She wants to do it throughout the summer and get paid; this was approved by Mr. Spain. Roger suggested creating a letter and getting names at universities and send out letters at the end of summer for internships. Kevin has been working on this and has names and numbers. Roger said to include Emerson and RIC (Rhode Island College) in Providence, use a broad 35-40 mile radius to seek out potential interns. Kevin went with Worcester based schools first.

Kevin would like to do streaming or video-on-demand.

Jeff asked if the modulator for the studio at town hall has been replaced (it overheated and cooked the fuse in it; the carrier that the fuse fits into has melted). Charter told Kevin to get another fuse. Jeff thought if Charter owned it they should replace it; Kevin said you may get a less expensive brand from them. Jeff said specify what we need for modulators in the new contract. Rich said we previously discussed a potential smart board projector system (\$2500). One concern was output, it comes out of the computer but it projects well. He said it would improve the look of the broadcast and assist the

presenters. Kevin's vendor doesn't make certain things they used to make before, like DVD recorders. It is moving towards blue-ray recorders, which record to blue-ray disk (50 pack is \$1000) but it also records to DVDs. That would be a year's worth of BOS meetings.

Kevin has been doing 3 or 4 shows a week. Some are doing 2 shows back to back and there is a lot of editing. There are not a lot of shoots outside the studio. Jeff asked if we got anything from Solarize Millbury; Kevin is working on that.

Our Globecaster warranty is expiring in September and they are having a special for the end of the fiscal year. If warrant is paid for by June 30th, the cost is \$995 per year; we have time to process it. Last time we did a 3 year contract and it was over \$1200 per year for the warranty. Globecaster exclusively sells and services their equipment. There is another company that has Tricaster; similar to Globecaster but it does not edit. Roger suggested in lieu of next 3 years look into competitive organizations. Kevin said Globecaster is all cards in back, we can upgrade by just getting new cards. Kevin said we can have them come out to do training; we have to pay room and board and mileage.

OLD BUSINESS

- a) Wire the Auditorium & Library update – Kevin will have an update after he meets with Brian Turbitt; hopeful wiring will take place this summer and by fall we can have a tour and scratch it off the list.
- b) Part Time Access Assistant/Apprentice update – see above
- c) Camera on Fire Truck – Jeff said they are waiting for notification from the manufacturer that it is ready to go. The mast on the truck has to be replaced to accommodate internal wiring; this is included in the price.

NEW BUSINESS

a) Public Access User Guidelines – Kevin and Mary will present it to the committee at the September meeting. This is to protect us; Kevin said we need to add something about copies of shows or meetings that people may want. He thinks we should not charge for the copies. Bob said if people get something for nothing they won't appreciate it. They have 2 options – tape it themselves or pay to have somebody do it. Kevin said in the past he charged \$10 for a copy of graduation to cover material and time and he sold only 3 or 4 DVDs. Bob suggested having students do it, but Kevin said it would already be a few months after graduation. Roger said it is not an issue now, but neither was losing the camera. It could become something where people think they can get it for free so Kevin could be bombarded with requests. A fee should be added to the guidelines. Jeff said if you are charging a fee the money needs to go somewhere, then the money can't be put back to hire somebody because we do not have a revolving account for this purpose. Roger said the task would just be added into the job that a part-time person would do and it would not be an issue. Jeff said it has to go to the revolving account, this needs to be discussed with Brian. Last year the class advisor had money left over at year's end and got a copy from Kevin and made copies for all the students. Kevin contacted this year's class advisors to see if they are going to be doing the same thing. Jeff said this leads to a question presented to him by Asa Waters Task Force. There was a "Yesterday Today

Tomorrow" about Waters guns, and they asked for copies for the Friends of the Asa Waters mansion to sell. Kevin said it is Len Mort's show; he is the owner of the show. Kevin will ask around to see how this could be done.


ADJOURNMENT

Motion made by Jeff Dore, seconded by Bob Sullivan to adjourn the meeting at 8:35 p.m. **Motion** carried unanimously.


Respectfully submitted,
Joyce Sampson, Secretary




Mary Krumsiek, Chairman



Frank Irr, Vice Chairman




Robert Sullivan, Clerk

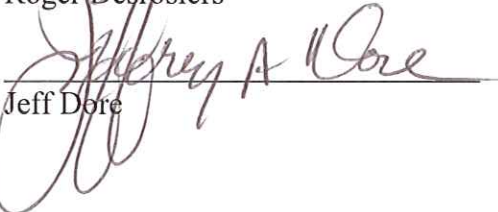


Richard Carew

Paul DiCicco



Roger Desrosiers



Jeff Dore