



Minutes – Madison PEG TV Board Friday, Feb. 1, 2019, 9:30am Madison Town Hall Meeting Room

ATTENDANCE: Frank Murphy, Chairman (2020) – Present, Marcia Shackford –Present (2019), Joyce Stevens (2021) – Present

OTHERS PRESENT: Carol Dandeneau (videographer); Noreen Downs, Madison TV Representative;

WHERE AND WHEN POSTED: The Madison PEG TV Board meeting notice was published in the Town Office upper and lower levels, and in both town Post Offices Wed. Jan., 30, 2019

MEETING CALLED TO ORDER. Chairman, Frank Murphy, called the meeting to order at 9:30am. All Board Members were present.

APPROVAL OF AGENDA – Ms. Stevens **motioned** to approve the agenda, seconded by Ms. Shackford. The motion passed 3-0.

APPROVAL OF MINUTES – Ms. Shackford **motioned** to approve the minutes of Nov. 15, 2018 as presented, seconded by Ms. Stevens. The motion passed 3-0.

PUBLIC COMMENTS – None

OLD BUSINESS

- **BUDGET 2018** – Ms. Downs provided copy of the final 2018 expenses vs. budget. Total spending for 2018 was \$18,499.65, \$6,471.35 under budget. Ms. Downs stated that technical support provided by Mr. Dave Downs was not billed. The board publicly thanked Mr. Downs for his volunteer efforts supporting the computer equipment and installation of the new production PC.
- **BUDGET 2019** – A total of \$21,060 has been submitted per the approved amount at last board meeting. Spectrum has not submitted the franchise fees for 2019 yet. If the franchise fee amount comes in less than the requested budget, a board member will make a motion at town meeting to raise the amount to the requested \$21,060.
- **POLICY MEMO 91A-RIGHT TO KNOW** – Ms. Downs provided a copy of the November letter to the board members for their records. There has been no comment or reaction received from any committees.
- **TOWN ANNUAL REPORT** – Ms. Downs drafted the 2018 Madison PEG TV annual report and provided copy to the board members. Ms. Shackford commented on how much is required to run the PEG channel and provide the programming.
 - **MOTION:** Ms. Shackford made a motion to accept the annual report, seconded by Mr. Murphy. Motion passed 3-0.
- **STATION ELECTRICAL STATUS** – Ms. Downs reported that the station control room has had several electrical trips taking the equipment down in December and January. The result is that someone has to make a trip to the station to star-up the computers, the network and the servers. It was determined one of the light switches in the maintenance garage was causing the outlet to trip. There are 3 circuits supporting the control room. Electrician Chris Olds has determined the grounded outlets should be replaced with non-grounded ones. That switch was completed this week. Also, Mr. Olds will install two new outlets under the counter so Mr. Downs can clean-up the connections of equipment.

NEW BUSINESS

- **BROADCASTING SERVER AND CLOUD SYSTEM UPGRADES**

- Ms. Downs stated the broadcast server is 9 years old, and the turbo CloudCast server is 7 years old. Support for the CloudCast V1 will be deactivated as of March 31, 2019 by the company TelVue Corporation.
- Due to the age of the broadcast server, TelVue is proposing new replacement equipment - the HyperCaster AIO B100-4. This box will increase our disk space by 4 times to hold program content. We are currently managing space by removing content each month and we are very tight on space. Many other technical benefits will be available for future implementation.
- First year of technical support is included in price; at the end of the first year we need to consider 1-4 year support contract – the price per year is less if you pay ahead.
- Upgrade to the new CloudCast will give the program scheduler new efficiencies and new capabilities, a new look, and a better interface for the public. Ms. Shackford earlier in the meeting stated that she attended the new CloudCast demo this week and she thought the demo was insightful and that the new system looked great. The public will need to be patient as the Madison TV staff learn the new capabilities.
- Ms. Downs has a quote for the cost of the HyperCaster server, installation and training totaling \$11,522.50. Ms. Downs is questioning the installation and training cost of \$2,500. A credit will be applied to the cost for remainder of the current 4 year support contract which expires in 2020.
- Ms. Downs has a quote for the Connect CloudCast V2 upgrade (provides for the internet cloud access for all Madison residents), noting there is no additional funding required. This service costs \$2,700 annually, and the funding is already in the budget for 2019. Installation and training is included in the first quote for the broadcast server. New features include the ability for weather streaming, emergency messaging and community bulletin board. Ms. Stevens commented that more features would make the PEG channel more relevant to the community and improve viewing.
- TelVue comes to Madison for the installation and training, and transfers all programming. Installation and training scheduled to be determined.
- The overall benefits are upgrade to newer equipment, newer technology and applications which will take the station 5-7 years into the future.
 - **MOTION** – Ms. Shackford motions to approve the upgrade and to request the trustees release funds from the expendable trust for payment of the TelVue upgrade. Seconded by Ms. Stevens. Ms. Downs asked to add “funds not to exceed \$11,522.50”. Motion passes 3-0.
- Ms. Downs will keep the board updated on the final upgrade cost and the schedule of installation and training.
- Ms. Shackford asks if it is feasible for future upgrades to put something aside each year to avoid a spike in spending. In 2020, the board will consider putting aside funds to begin to cover future technology upgrades.

NEXT MEETING – Scheduled for Thursday, May 16, 2019, 9:30am at town hall.

ADJOURNMENT: Motion to adjourn the meeting made by Mr. Murphy, seconded by Ms. Shackford. The meeting was adjourned by unanimous approval at 10:12am

Minutes Prepared and submitted by: Noreen Downs

Minutes Approved at the May 16, 2019 board meeting