

SCTV is “television about you, ...for you, …by you.”

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**Scituate Community Television Advisory Board Minutes**

**Tuesday, December 15, 2015 – 5:00 PM**

**Location: Selectmen’s Hearing Room, Town Hall**

1. Meeting called to order at 5:05PM - In attendance: Members Ed Fiddler, Rich Long, Al Bangert, Mike Davis, SCTV Executive Director John Roser, Town of Scituate IT Director Bill Sheehan.
2. Agenda accepted and seconded as written.
3. Meeting minutes from September 22, 2015 accepted and seconded as written.
4. Discussion regarding Comcast's origination points commitment and "hub" relocation to the HS studio. Rich Long added bandwidth concern, and that future bandwidth allocations should be above and beyond the current 300mps in the high school. Bill Sheehan added his expertise in usage through the town, particularly Town Hall. At the next locally scheduled Comcast meeting with Mr. Galla, Rich Long, Bill Sheehan and Ed Fiddler will be invited. If not available, they are encouraged to provide written input, concerns and questions. It is important that amplifiers be eliminated as much as possible. It is important that we understand exactly what they will provide. We'd like a concrete technical proposal that can be reviewed by both board members and our technical folks (Bill, Rich, and Ed). *Al will coordinate setting up this meeting with Mike Galla at Comcast.*
5. Discussion on need to broadcast live from planned Public Safety Complex - Input has been provided to the architects for hidden rack and ceiling mounted cameras, similar to Selectman's meeting room in Town Hall.
6. Discussion regarding the preparation for Comcast license renewal process, timeline, important dates and the law firm of Epstein and August. They may be hired to guide us through the process and perhaps will be invited to a future Cable Board meeting. *Al will work with Town Administrator on this process.*
7. Discussion on getting IAWTDT it's own YouTube Channel. *Mike to discuss process with Hanna Davis. John Roser to set up or get set up a playlist on YouTube SCTV with all IAWTDT episodes.*
8. Discussion of Comcast charges to the Scituate Department for internet services. Currently $2,600/mo. for 300mbs.
9. Executive Director Update:
   1. John Roser updated the committee on the new "portable studio" (called Flypack) that includes everything for a truly portable studio: controller, switcher, monitor, laptop, microphone etc. This $25,000 assembly was put out to bid and won by HB Communications. One of its immediate uses will be to improve, ten fold, the quality of school committee meetings, particularly audio quality which has been a resident complaint over the past number of months. *Al will discuss the importance of this investment with Rich Hebert, School Committee Chairman, to ensure the equipment is used to it's maximum capability.*
   2. John submitted FY2017 operating budget proposal to TA. It will be presented to the Board of Selectmen. *John will provide a copy of this budget and his 5-year Capital Plan to the SCTV committee members.*
10. Meeting adjorned at 6:25pm

NEXT MEETING: Tuesday, March 15, 2016 @5pm, Selectmen’s Hearing Room, Town Hall

Mike Davis for the SCTV Advisory Board

NOTE: Action items *in italics*