

**Cable Television Committee
Minutes
January 14, 2003**

These are the minutes of the January 14, 2003 meeting of the Sudbury Cable Advisory Committee. In attendance were Jeff Winston, Rick Dorman, Marty Greenstein, Peter Boers, Mark Thompson, Don Ziter, Michael Pincus, Bijan Sabet, Michael Daitzman, and Peggy Fredrickson. Meeting began at 7:35 PM at the main fire station.

Rick reports that two adults came in for training to run cameras for high school hockey. Will start this month. Games to be shown Monday night.

A stereo cable was purchased for the Canon GL-2 microphone.

The Bullfinch Restaurant is interested in running a cooking show. Looking to do own taping with volunteers.

The bulletin board now shows station cablecast schedule. The station is being cablecast 10 to 12 hours per day.

A camera in Town Hall burned out its motor. Great Northern gave us a loaner until the other camera can be repaired. So far no charges.

Rick thinks we need a better linear editor. This is because meetings need just front and back edits, we don't want to stream the whole tape on the editor as would be done in digital. Also we need this equipment to move digital video to S-VHS for playback.

Rick Dorman left early to video the FinCom meeting.

Mike Pincus brought crayon-drawn schematics and computer-drawn block diagrams that he derived from the schematics of the Town Hall system.

He also has a block diagram of the current library system (what is in the meeting room now).

High school auditorium plan: Two plates for future remote control cameras on face of balcony and two more in front of the audience. Will be digitally recorded. The wires from the auditorium to the studio will be suitable for the transmission of digital video.

TV outlets are being taken care of by a separate technology consultant.

Where does our Committee's money come from? Every year we get money from the cable company for

- 1) Salary and benefits of the access coordinator. Roughly \$40k at time of license.
- 2) Capital. \$8700 per year. Comcast owns the capital equipment that is bought.
- 3) Operating expenses for the studio. \$9700 plus 5% increase per year. Tapes, postage, etc.

At end of year, money not spent gets bundled together and we choose to roll it over to capital, operating expenses, or money given outright to us.

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This year the coordinators got big raises to match AT&T levels. Rick also is paid much more than our previous coordinator. We were unaware that the salaries had gone up so much.

So in salaries and benefits, AT&T spent more than they were required to. When the Leightronics is bought, we will only have \$350 carry over to this year from the last.

Total carryover is \$2100. We get about \$8500 this year for capital so this year we have \$11,000 in capital to spend.

The cable company maintains and insures the equipment. Therefore, we have them buy everything.

We spend money on painting, cabinets, putting money into building the Town Hall control room.

We have a revolving fund with the Town to handle the money we get. This money must go for cable-related purposes. This money includes a \$2k per year license fee. The Town does not give us any money nor does it take any (it used to prior to this license: it received \$2k and gave the committee \$800 as a line item in its budget). The license fee comes in March.

We also have \$4300 for infrastructure and legal bills in addition to the \$11k capital money. \$2000 of the \$4300 came from last year's license fee and the rest was money not spent last year by AT&T. We currently owe Peter Epstein \$175 (one hour's work).

We have decided that we need an expert to guide us on the upgrade of the studio. The big issue is how to go end-to-end digital, from recording to cablecast.

Another question is what is holding back the studio from transmitting stereo.

Peggy thinks that we can get a grant from the Sudbury foundation to wire up the library with automated cameras. The library should be applying for the grant even if we do the work of writing the application.

Don handed out an equipment list for the library. It totals \$18,495 including \$6865 worth of "luxury" items. This does not include a 36 inch monitor which the library already has. The estimate includes \$4500 for installation (\$1000 of this is installation of the "luxury" items). During discussion, we decided the "luxury" items are not needed at all.

Here is the list Don gave us:

Must have list:

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Expense</u>	<u>Notes:</u>
1a	2	Rear Camera Focused on Podium	2680	\$1340x2
1b	1	Front Camera Focused on Audience	1340	3rd camera allows delay of 1 character generator
2a	2	9" B&W monitor for 2 of 3 cameras	230	\$115x2
2b	1	9" Color monitor for 1 of 3 cameras	420	
3	1	Control Rack for the equipment	1200	
4	1	Digital Switch to switch between cameras	1200	
5	1	Scanner Converter	1180	

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6	1	SVHS Player / Recorder with remote capability	300	
7	1	Installation	3500	
Must Have's			12,050	

Nice to have list:

8	1	Remote control device + camera multiplexer	760	Remote-\$420; multiplexer-\$340
9	1	Character Generator + 9" Monitor	1085	Generator-\$665; monitor \$420
10	2	Group microphone	1000	
11	1	Audio Snake	100	
12	2	Ceiling mounted Microphone	500	
13	4	Video Jacks		one on each wall-part of installation
14	1	Podium Panel S/W Interface	2000	Adtech to do the coding?
15	1	Installation	1000	
Nice-to-Have's			6445	
Grand Total			18495	

Peggy thinks we can hear from the Foundation in about a month.

Mark spoke about the DPW. Their people still want to put in fiber between the two buildings. This costs \$500 more than the category 5 alternative. Jeff questioned whether the terminators for fiber are not much more expensive. But it turns out that we already have these.

\$15,000 fee quoted to move I-net from old DPW building to new. This number came from Rob Travers. The problem is that the old connection is run on utility poles that are being torn down.

Library and L-S will get cable modems the same day.

The town web page will have the TV schedule on it. Would like to have it so that Rick can enter the schedule himself.

Town needs training on how to put video through the I-net. Rick is actually the one to be trained for this. The town wants to put video from school to school and to various buildings for training.

Merton Group is offering the Town guidance on building our own fiber to the home system. They would maintain it for a fee. We don't think that the Town would go for it, too risky.

Meeting adjourned at 9:15 P.M.

Respectfully Submitted,
Marty Greenstein