

Cable Advisory Committee Meeting

6/25/2020 5:00pm Notes

Meeting Held Virtually

Per Governor Bakers

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Cheryl A. Roberts

**Meeting recording is available at <https://www.youtube.com/c/FreetownMA/videos> **

Town Administrator David DeManche opened the meeting at 5:00pm.

Town Administrator David DeManche, Committee Members Board Bruce W. Wilbur, Josh Tefft and Bob Alderson and Jose Invencio of LakeCam, were present.

Mr. DeManche gave an update from previous meeting. The update included: Mr. DeManche spoke to Andy DiGiammo at the Police Team Meeting to go over the RFI, Building Change Orders and new business. Mr. DeManche shared the determination by the Cable Advisory Committee that they were not going to use cable that has electricity and were going to run separate lines for electricity and cable. Town Administrator let the Police Team know that the Cable Advisory Committee were going to allow the release of up to \$10,000 from the cable fund. The Police Team made Mr. DeManche aware that those funds belonged to the town and not the cable advisory committee so release would need to be managed by the Board of Selectmen. Mr. DeManche spoke with Dan Bernall, one of the architects, Andy DiGiammo did a schematic noting that room 141 as the control room, there will be a light on to show the camera is on and the dispatcher will have control of the cameras being on or off during meetings. He continued that the sub-contractor currently doing work at the Police Station may not be able to do the work on this project due to contractual issues. Mr. DeManche asked Mr. Invencio to give his opinion on the situation. Mr. Invencio said engineer was very responsive. He noted in terms of monies he understands that a determination needs to be made as to whether or not this work is part of the contract to build of the Police Station or whether or not the monies that are allocated to the PEG access funding can be used for this. Mr. DeManche says it is an applicable use and these monies can be used for this project. Mr. Invencio suggests talking to the project manager to see if the cable access monies can pay for this and whether it can be reimbursed the building project for those monies. The other option, he does not recommend this, to bring in another electrical contractor to do the project but stated your general contractor may not agree to this. Mr. DeManche agreed with Mr. Invencio. Town Administrator DeManche said he has spoken to Mr. DiGiammo and they think they will run conduit. Mr. Invencio explained how the cameras are attached and that the mounting box is hidden, and the main part is running pipes to run wires from control room to cameras using a pull string. Mr. DeManche noted there has been some pushback from the committee on the money and want to see pricing before proceeding. Mr. Wilbur noted that no one has spoken about this previously and is concerned that this has not been discussed and is concerned that everyone is concerned who is in control of the money. He continued that perhaps the cable advisory committee should step back from the project. Mr. DeManche stated the cable advisory committee wants this done, Mr. Wilbur agrees. Mr. Wilbur noted each camera is \$2500 and we need three to five cameras, per Mr. Invencio, Mr. Wilbur says this is a huge cost and wonders who is going to use the room, will it be limited or open to everyone? Mr. DeManche said there is a policy in place on the rooms use and it will be available to various departments and committees. He noted it is a public room but keep in mind this is the command center in the event of an emergency. Mr. DeManche noted week to week it will be a function/meeting room. Mr. Invencio asked if that is in writing anywhere. In Lakeville they built a meeting room for an additional \$1,000,000. While this was being built their Police Chief resigned, and they got a new Police Chief. When the

building opened they were told it is not a public meeting room and you will have to ask for permission to use the room and the Police will decide when/if you can use it. Mr. Invencio said that was not the intent of the space. Mr. DeManche said the design of the room to function as a meeting room but it is also the command and control room for emergencies. The Board of Selectmen will have control over the room. The policy that is written is a Board not Police Policy. Mr. Invencio asked who will schedule the room's use. Mr. DeManche said Planning Board, Board of Selectmen and other committees will use this space. Mr. Wilbur said we all agree that we want to run the cable/power lines for this room and questions is the money coming out of the cable advisory funds and is that under the control of this committee? Mr. DeManche believes it is controlled by the Board of Selectmen and he notes we do not have enough money in the kitty to fund this project. We take money out of reserve receipts account and transfer it out to the operating account which is used to pay for the two organizations who provide us with services for cable and camera people who record and edit the meetings. The amount we have in there right now will pay for conduit and wiring. If we are going to do cameras in the fall and to fund this we will need to put in an additional appropriation out of the reserve receipts account to cover the September/October purchase of the cameras, server, modems etc. Mr. Wilbur asks what kind of input the committee will have on this. Mr. DeManche does not think the committee would want to be involved in that but that they would be involved in selecting the cameras and input on do they want to create a studio. Mr. DeManche notes we need to 1. Get wiring in for Police Station and how to pay for it (change order or using cable monies) 2. Get new contract in place, there is a meeting on 7/15/2020 to start negotiations with comcast. They have sent an offer of keeping 1% and give \$65,000 over ten years which Mr. DeManche notes is ridiculous. Mr. Invencio agrees that getting the wiring in now is a huge time saving and cost saving option. He continues that in terms of how that is paid for the cable advisory committee should be advising the Selectmen on how the money should be spent including what it is spent on and that the Selectmen should not be making these decisions unless they have more expertise than the committee. Mr. Invencio offered to meet one on one with the architect. Mr. Wilbur asked if Mr. Invencio went to the Police Station. Mr. Invencio answered he is unable to get into the Freetown Police Station as Mr. DeManche said it is not available due to COVID protocol as no one gets into that building without a temperature check and interview with an EMT. He noted non-essential people are currently restricted from the building. Mr. Invencio said he saw the plans and was able to advise on where control room and camera locations should be located. Mr. DeManche stated there is a closet which will serve as the control room with the cutoff switch in the dispatcher station. Mr. Invencio highly recommended to Mr. DiGiammo that the cut off switch needs to be linked to the cameras not the control room. This will be important if there is a need to broadcast virtually. Mr. DeManche noted that there will need to be access for the people in the meeting to shut off recording for Executive Sessions. Mr. Wilbur asked Mr. DeManche what do you purpose this committee does? Mr. DeManche suggests that we have drawings from Andy DiGiammo on how to wire up the space and quote from the current sub-contractor that we move forward with putting in the conduit and wires in accordance with the plan that was discussed between Mr. Invencio, Mr. DiGiammo and the engineer who drew up the plans. Mr. Invencio notes the shut off inside the room that Mr. DeManche requested was not discussed when Mr. Invencio was speaking with the designer for this equipment. Mr. DeManche stated that it was discussed at their team meeting today and there will be a switch and a light that will indicate when the camera is on or off. Mr. Invencio said to ask for a second switch inside the room to avoid having to go out and ask the dispatcher to turn on/off cameras. Mr. DeManche has had experience doing this before and explained how it worked. Mr. DeManche said were in the last lap of the police station project, so things are moving fast and decisions need to be made. Mr. Wilbur asked what the timeframe is on getting the pricing for this project. Mr. DeManche did not have a timeline currently. Mr. Tefft agrees with Mr. Invencio about having monies come out of the current Police Budget and cable advisory reimburses. Mr. DeManche said it is going to be paid out

of the cable advisory reserve receipts which has \$11,000 currently in that account and will replenish the account was done at town meeting which brings it to \$31,000 at this time. We will need to add more monies to be added to this account to purchase cameras and misc. equipment needed. Mr. Invencio mentioned LakeCam has not been paid for January. Mr. DeManche noted we do not have a current signed contract from LakeCam and that if we owe money to LakeCam for this fiscal year we need to know right away. Mr. Invencio will contact Mr. McIntosh tomorrow to sort this out. Mr. Invencio mentioned the table switch that he used previously was installed on a fixed table that never moved. He continued that this meeting space will not have tables that will not be moved, and he suggests putting the chair/table storage room holds this second switch. Mr. DeManche wants the second switch be in a secured spot. Mr. Invencio suggests putting it in the key box. Mr. DeManche suggests just going in and asking the dispatcher to turn the cameras on/off. Mr. DeManche said once he has pricing, he will call a meeting with the cable advisory committee to approve. He noted the meeting must be posted forty-eight hours' notice of this meeting.

Mr. Invencio leaves the meeting at 5:38pm.

Mr. Wilbur notes he received copies of both contracts Mr. DeManche sent him. Mr. Wilbur has been looking at other town's contracts with Comcast. Mr. Tefft did this as well. Mr. DeManche said the document states the filing fee, proposing we keep is at 1% and \$65,000 over ten years. Mr. Wilbur notes other similar towns contracts are between \$100,000-\$250,000, Hingham \$25,000/year, Palmer \$15,000/year. Mr. DeManche said this is the opening offer from Comcast and not what we will agree to. Mr. Tefft says if cable subscriptions go down in the town then the burden will be higher on those still subscribing so a percentage may be better for subscribers. Mr. DeManche says we will get the percentage and capital cost of \$65,000/year and that we can go back and say comparable communities are getting X amount, so we want that amount as well as part of the negotiations. Mr. DeManche cautions that the percentage is passed onto consumers not Comcast. Mr. Wilbur noted his business bill's percentage comes out to be about \$1.80/month. He feels that we need to give something back from the percentage that we are collecting. Mr. DeManche suggests having our own studio or contracting with LakeCam or MiddCam to rent space from their studios or pay them to cover our events. Mr. Tefft questioned how many subscribers do we have? Mr. Wilbur notes he does not have that number. Mr. DeManche said there is more that we want like a HD channel. Mr. Wilbur stated that what Mr. DeManche requested from Comcast seems to be standard with what other towns have in their contracts. Mr. DeManche does capital come from subscribers or Comcast. Mr. DeManche said he believes it comes from Comcast. Mr. Tefft thought it came from subscribers. Mr. Tefft will doublecheck. Mr. Tefft said if it comes from Comcast and not subscribers, he would like to see the \$65,000 be more and feels this should be at least double. Mr. DeManche agrees it should be at least double. Mr. Wilbur questioned how much LakeCam gets a quarter. Mr. DeManche stated he believes it is \$5,000.

- Motion: Mr. Tefft motioned to adjourn the meeting at 5:50pm, Chairman Bruce Wilbur seconds the motion.
- Vote: approved in a unanimous roll call vote

Respectfully Submitted
Lu-Ann Souza
Senior Clerk, Board of Selectmen