

LITTLETON COMMUNITY TELEVISION ADVISORY COMMITTEE (LCTVAC)
Meeting Minutes
February 26, 2025 at 7:00 pm
LCTV Studio

Present: LCTVAC – Adam DeCoste, Chairman; Gary Wilson, Vice Chairman; Lesley Glorioso, Clerk; Dave Astolfi, Scott Glorioso; LCTV – Mark Crory

Absent: Allen McRae, Barbara McRae; LCTV – Judy Reid, Kirby Dolak, Nick Casaletto

Meeting called to order at 7:14 pm by Adam DeCoste.

- **Chairman's Remarks**
 - None.
- **Discussion/Approval of Minutes**
 - **Motion** to approve January 6, 2025 Minutes. (Motion: Scott Glorioso; Second: Gary Wilson). **Motion Passed: Aye Unanimous.**
- **Report of the Executive Director (ED)**
 - Mark reviewed monthly programming report from January.
 - Top On-demand/YouTube shows January – 1) Select Board, 2) 01460: On the Go podcast, 3) School Committee; Studio Usage: 7 hours; Edit Suite Usage: 16 hours.
 - Now recording and/or post producing meetings for 24 boards and committees.
 - Reviewed Kirby's Supervisor's Report for January – see attached
 - Spending time getting things set up for the Senior Center
 - Reviewed FY '26 budget, focusing on expenditures.
 - Received franchise check from Comcast. Number of subscribers is down to ~760 (down ~100 from last year).
 - The newly formed Alternate Revenue Subcommittee of the LCTVAC will meet on Monday, March 10 at 3:30pm at the Studio.
 - Working with Friends of COA on Telethon in October in new Senior Center.
- **Other New/Old Business**
 - None.

Motion to adjourn meeting (Motion: Lesley Glorioso; Second: Scott Glorioso). **Motion Passed: Aye Unanimous.** Meeting adjourned at 8:16 pm.

Next Meeting: Monday, March 17, 2025 at 7:00 pm at LCTV Studio

Respectfully submitted: Lesley Glorioso—Clerk, LCAC

January/Feb 2025
Video Production Supervisor Activity Report

Meetings, Events Scheduled, Produced and/or Broadcast Jan/Feb 2025

| | |
|---|--|
| ConsCom W 2/2 | ZBA In-person 1/1 |
| Planning Board (In-person) 1/1 | PMBC V 2/2 |
| FinCom Jt w SB 1/0 | COA Hybrid 1/1 |
| Select Board In-person 2/3 | BOX Select Board H 2/2 |
| SchCmte H 2/2 | BOX Planning Board V 1/1 |
| BOH W 2/1 | BOX FinCom H 4/4 |
| Park Commission H 1/1 | ABRSD Sch Cmte 0 HLS – Conflicts w FSBC, thurs night |
| Lttn Budget Sat 0/1 | FSBC 2/2 |
| Town Band Concert 1 | Box Wtr Resources LELWD Forum 1 |
| Non-Brdcast Setup/Post 5/7 - Sustain, LCC, AHT, Clean Lakes, Disability, CPC, HA, Historical meetings | Boxborough Budget Sat 1/1 |
| Orchard Forum 1 | Podcasts – Littleton On the Go; LHS Sports |

Pre-Production/Mtgs/Setup

- Send out weekly schedules on meetings and coverage to Committee and Department heads to both towns. Schedule Zoom virtual meetings for Boxborough.
- Validate Feb/Mar '25 Preliminary monthly meeting schedule – Send to Lttn/Box Cmte/Brdcs
- Schedule Video Vendors and Media Technicians for meeting coverage.
- Munis – Weekly invoice entry for all LCTV Video Vendors
- Weekly Timesheet prep for BXBT Video Vendors
- CBB slides creation and posting – Box
- Daily cfg, sched and test Zoom broadcasted virtual and Hybrid meetings on Castus QR
- Weekly next-week meeting coverage schedule emailed – Zoom meetings scheduled for Box
- Weekly attendance at SrCtr build status meetings
- Review 8 versions of KeyCode Media (KCM) Part A quote, review 4 versions of KCM part B Broadcast quote for SrCtr AV.
- Provide technical assistance to Vertex and ATA on KCM quote content.
- Intro slides for special Boxborough events and meetings.
- Setup for two Box Budget Saturday events.

Specials (Remote/Zoom/In-person Shoot & Post Production/Still Photography)

- Boxborough Planning Board x2, SB x4, FinCom x4 post –production, Upload to Box Castus VOD
- Boxborough WinterFest event photography/Post-production.
- Podcasts – TA/SB/Guest. Mark has all the details! Nicely done.

Maintenance/Repairs/Installations

- Fabricate metal Floor Box plate for Sturtz room HDMI/RJ45 ports
- Installation of fourth PTZ camera in Grange Hall w KCM for Budget Saturdays and Events
- Troubleshooting session with Castus Engineering on re-occurring scheduled broadcast and recording issues.

Outreach/Training

- Continue work with Box TA office and FSBC on outreach and presentations for new Fire Station.
- Still working with Boxborough Minutemen for Fifer's Day outreach.
- Sign up for Lexington250 April events. Provides LCTV access to Lexington event sites.
- On-going training of Sophie Loree as Ltln Video Vendor and Box Media Tech. Use of Sophie to reduce LCTV staff time for Box in-person meeting coverage.

- Cont. to provide Box Finance Dept w training about Mass Revolving Funds, creation of Cable Dept Warrant Article, and background on Franchise contracts with Cable Providers.

Policy/Procedures/Mgmt/Admin

- Cont. to create monthly activity reports for Exec Director and for LCTVAC.
- Update Three-year Box IMA model to include new Health Care cost changes.
- Work with Finance and ATA on Boxborough letter to provide notice of planned increases in LCTV service costs of the IMA to \$105,350/yr. Resulting from 10% increase in Lttln Healthcare costs.

Current Datapoints...

- Working w Vertex on oversight of KCM installations