



MCCAM 2012 | Annual Report

overview

MCCAM will celebrate its 2 year anniversary on May 1, 2013. Since then, MCCAM has been expanding its volunteer base, program schedule and community involvement. We continue to offer coverage of Town committees, commissions and department public meetings; such as the Selectmen, MG&E, Finance Committee, Planning Board, Conservation Commission, Board of Assessors and Zoning Board of Appeals. This year we added the coverage of The Community Environmental Health Impact Committee as well as the Community Preservation Committee. We have a great group of volunteers that also enjoy covering community events at the Middleborough Public Library, the Council on Aging, Parks & Rec and Soule Homestead.

In late 2012, an inter-municipal agreement was signed between the Town of Middleborough and the Town of Freetown. Karen Foye, the Cable Access Administrator for MCCAM, recognized the need of our friends in Freetown and along with the Permanent Cable Committee (hereafter referred to as PCC) worked to draft up an agreement to allow Comcast subscribers in Freetown to view Middleborough's channel 9 on their channel 95. This agreement brings \$5000 a year to the Town of Middleborough's General Fund.

In January 2009 the Town of Middleborough contracted with LCN for an upgrade of new network architecture within the Town Hall facility and remote municipal sites that would replace their existing network switches. This new network hardware and software provides the town with enhanced services and management. The purpose of the network upgrade was to provide increased network speeds and management throughout the connected sites that will accommodate the increased demands on the network backbone to service Voice/Data/Video network traffic. Phase I of the VOIP project had a cost of \$125,764.42 and has been completed. Phase II of the VOIP project was signed in June of 2012. Phase II has a cost of \$120,210.00

Karen Foye has been hired for the new Cable Access Administrator position created by GMEG for the Town of Middleborough. She is now a full-time 40 hour a week employee for the Town of Middleborough with all costs associated with her salary including benefits, coming from the Comcast & Verizon subscriber fees that pay for the operating expenses of MCCAM. This has allowed the MCCAM office to be open Monday-Friday for the convenience of the community.

The PCC purchased new Access Equipment including (2) new JVC digital camcorders. One of the cameras will be utilized by the school for the Education channel, the other is for use by MCCAM volunteers. New MCCAM website features added quick links for viewers to see the current program schedule as well as what bulletin board messages are airing on MCCAM. The website is www.MCCAM02346.com.

If you have any questions on how to volunteer, post a bulletin board message or submit programming to be seen on MCCAM, contact Karen Foye by calling 774-766-6350 or email KFoye@MCCAM02346.com

MCCAM continues to grow and become a big part of the Middleborough Community.

2012

March

Audio level issues resolved by adding and outbound audio level control device. Discussions started with Comcast regarding PEG Access Equipment located at the Comcast studio. Exhaust fan installed in hub at Town Hall. Karen Foye receives annual evaluation. Annual Rotary Auction is held with minor issues including modulator failure and signal issues. Issues are resolved and auction goes on air. The auction also airs on channel 9 in Lakeville after a one-time inter-municipal agreement is signed by both boards of Selectmen and Cable Committees. Two new volunteers sign up for training. 23 meetings and events covered in the month of March. RFP sent out for a new Tightrope playback system for the Education Channel at Nichols Middle School

April

PCC approves MCCAM Policies & Procedures after being reviewed by Cable Attorney Robert Treano. Job Description for full-time town position to run MCCAM drafted and sent to Cable Attorney Robert Treano. Discussions begin with Town Manager RE: job description. Karen holds workshops in the Selectmen's meeting room for town employees, board or committee members. Workshops were for training on the new projector system in the Selectmen's meeting room as well as proper use of microphones for recording. Modulator was sent out for repair and a back-up modulator was purchased in case of emergencies. Two new kids programs sponsored and created by local students. 22 meetings and events covered by MCCAM in April.

May

Boreal Media Technologies awarded bid for the new Tightrope Media System at the Nichols Middle School. Ellen Driscoll recommended by PCC to be appointed to the PCC. Vice Chairman, Steve Callahan authorized to sign payroll and bills in the absence of the Chairman. Presented MCCAM Policies & Procedures to the Board of Selectmen for approval and they sent them to the Town attorney for review. Four employees at the Middleborough Public Library trained on the portable equipment for coverage of library events and library promotional videos. Summer Reading Promo created by the trained library staff. 22 meetings and events covered in May including the Memorial Day events.

June

Discussions on maintenance contract for VOIP and Data Core Networking electronics. PCC approves to pay for maintenance contract in the amount of \$9642.00 Initial payment for purchase and delivery of equipment for phase II of the VOIP project approved in the amount of \$89,000.00 Four additional microphones purchased for the small meeting room at Town Hall for use during dual coverage of meetings. Three new volunteers begin training at MCCAM. 22 Meetings & events covered in June. Public Service Announcements are now viewable online at www.MCCAM02346.com as well as on the channel. PCC met with Lakeville Cable Committee and a Comcast employee at the Comcast Studio in order to start the process of dividing up the old equipment left for Middleborough and Lakeville. Board of Selectmen vote to add Charles Cristello and Ellen Driscoll to the PCC. Terms are also added to members of the PCC. Terms for Permanent Cable Committee Members are as follows:

Robert Silva term ending June, 30, 2015

Steven Callahan term ending June 30, 2015
Ellen Driscoll term ending June 30, 2015
Robert Denise term ending June 30, 2014
Maureen Candito term ending June 30, 2014
Kevin Francoza term ending June 30, 2014
Adam Pelletier term ending June 30, 2013
Mark Mobley term ending June 30, 2013
Charles Cristello term ending June 30, 2013

July

Middleborough and Lakeville Selectmen and Cable Committees sign a temporary resolution for Edgeway Mobile Home Park residents living in Middleborough but receiving Lakeville local cable access. Until the new LakeCam channel was up and running in October 2012, all of Lakeville Comcast subscribers received MCCAM channel 9. PCC meets with Selectmen to explain the VOIP project as well as clarification on funding for MCCAM. Started researching Video On Demand (VOD), LIVE video streaming and offsite archiving solutions for MCCAM as well as the education channels (MET & MET2). 16 meetings and events covered in July including the 4th of July events and Parks & Rec shows.

August

The PCC did not have a meeting in August. Karen continued to research the VOD, LIVE streaming and offsite storage. Three volunteers were trained. 15 events and meetings covered by volunteers this month.

September

Karen attended the MassAccess mini conference in Foxboro. Division of equipment from Comcast studio negotiated with LakeCam. Comcast working with PCC to resolve Edgeway residents PEG access issue. PCC and Karen work on FY14 budget to be presented to the Board of Selectmen in December. Four training sessions held for volunteers in September. 22 meetings and events covered in September.

October

Karen and Steve Callahan attended the Providence Expo for research on VOD, LIVE streaming and offsite storage solutions. PCC purchased VideoBlocks membership for one year to be used by MCCAM and MET. Equipment from old Comcast Studio delivered to the Middleborough Town Hall basement. Job Description finalized by GMEG, Town Manager and PCC. Cable Access Administrator position posted and candidates interviewed. Verizon contacted to install free FIOS drops at Nichols Middle School and other municipal locations. The Town of Freetown requests MCCAM to cablecast their meetings on our channel and to start discussions on creating an inter-municipal agreement between Freetown and Middleborough. Freetown would like the MCCAM channel 9 aired on their channel 95 because they do not have a studio to receive programming. 20 events and meetings covered in October for MCCAM.

November

Karen Foye is hired on November 6, 2012 by the Town of Middleborough for the Cable Access Administrator position at MCCAM. PCC purchased (2) JVC camcorders, one for MCCAM and one for MET. Ellen Driscoll or her designee authorized to sign Karen Foye's payroll. Draft inter-municipal agreement created, updated and approved by Town Council. PCC voted to pay Karen Foye's Benefit Reimbursement for the fiscal year in the amount of \$9697.52 Equipment from Comcast inventoried and sorted for what MCCAM and MET can use and what they would like to declare surplus. Offsite storage option being researched using the INET to archive files from MCCAM at NMS and NMS to archive files at MCCAM. 18 meetings and events covered by volunteers in November.

December

PCC meets with Board of Selectmen regarding budget for FY14. Freetown Inter-municipal agreement signed by the Selectmen of both towns giving the town of Middleborough \$5000 a year to the general fund. This agreement is good for 5 years. Equipment from Comcast accepted and declared surplus by the BOS. 14 meetings and events covered in December.

January 2013

MCCAM channel 9 now showing in Freetown on channel 95. Karen starts training Freetown volunteer on upload process for the FBOS meetings. Off-site storage needs sent out for quotes and questions being answered by system integrator, Michael Ridinger from Unique Media Systems. Request made by Water Department for cable service at plant on E.Grove Street. That location is not on the municipal complimentary drop list. Options being looked at to add INET access at the Water Plant, 55 Grove St. 14 meetings and events covered in January. Police Department and EOCD request to be connected to the Town INET system.

February

The Board of Selectmen approves Policies & Procedures for MCCAM. 2013 Rotary Auction Preview recorded for upcoming auction. Middleborough Selectmen's meetings are now available for viewing online at YouTube until our new VOD and LIVE streaming services are installed. Links are available on the MCCAM Facebook page. Final arrangements being made for off-site storage options using the Town's INET to store files from MCCAM at MET and MET to store files at MCCAM. Request submitted to Comcast for a complimentary municipal drop at the Sewage Treatment Plant.