



# Granite Town Media

## Advisory Committee

### Meeting Minutes

7 July 2011

**Present:** Frank Corey, Rosie Deloge, Tim Finan, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

**Absent:** Jose Luna, Len Mannino

**Guests:**

#### **Call to Order:**

Meeting called to order 6.10 PM

Minutes approved.

Mike will have two additional part time videographers, Zach and Dan in the Fall.

Mike is going to move the High School gym announcer position to be near the scorer table. This will require running a new video cable.

GTM will cover the following fall sports: football, boys and girls soccer, field hockey, and girls' volleyball playoff.

High school graduation went well with good audio and video. The tent caused a minor problem positioning the camera.

Mike is working with a volunteer to see what is anything can be done to improve acoustics in the Town Hall auditorium.

GTM aired fireworks and ambulance public service announcement.

Reviewed impact of Comcast changing how programs are distributed in Milford.

- 1) Comcast has begun converting Milford to digital switched video, should be complete by end of the year. Customers that currently do not use a Cable set-top-box will need to get one for each connected TV.
- 2) Comcast has provided GTM with enough upload equipment to upload three channels from the Tech Center in addition to single channel from Town Hall.
- 3) Once Comcast finishes the roll out of digital video in Milford we will activate the third channel.

- 4) For the indefinite time frame we will be limited to standard definition (SDTV) channels. As some point Comcast will upgrade their head end equipment nationwide allowing us to distribute high definition programs (HDTV)

Mike will present draft policy and procedures manual at the next meeting.

Mike is working to develop guidelines for town employee use of social media, such as Facebook.

Rosie asked about guest speaker at the HS library. Mike indicated there is no problem covering that event.

Andrew indicated the Ambulance subdomain is still not working on the new web site.

**Web site status:**

1. Getting feedback from users that it can be difficult getting back to a known location after drilling down to level of detail.
2. Calendar function would be a great help in scheduling public and private meetings.
3. Mike is considering using another firm to continue development of the town's web site. Meeting with developers more familiar with municipal web sites.

**Strategic planning:**

1. Need a new camera and controller for Board of Selectmen meeting room.
2. Video display for BoS meeting room still has still not been received from emergency management. Once it arrives GTM will purchase a video capture unit to improve video quality of presentations.
3. Need to investigate feasibility of using the Tech Center TV studio for public access use. Will need to develop security plan and determine cost sharing with the District.

**Upcoming Meeting:**

4 August 2011 Library AV room

**Adjourn:**

Meeting adjourned 8:00 PM

Respectfully submitted: Tom Schmidt