



Granite Town Media

Advisory Committee

Meeting Minutes

December 1 2011

Present: Tim Finan, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Frank Corey, Rosie Deloge, Jose Luna, Len Mannino

Guests:

Call to Order:

Meeting called to order 6.03 PM

Minutes approved with corrections.

Concern was expressed about providing a way to let meeting members know unambiguously when they are being broadcast. Need to insure when chairman moves to private session broadcast audio and video is turned off. Mike is looking into getting an "On the air" sign to make it clear when meeting is being broadcast live.

Mike is still tweaking new wiring in Board of Selectmen meeting room. Looks like the most cost effective solution is to use Wiremold channels to protect wiring and minimize trip hazard.

Comcast digital conversion consumed a lot of Mike's time in November. Comcast initially shipped the wrong set-top-boxes and many municipal and school departments do not have accurate records as to which TVs are connected to cable. As of this meeting things are pretty much sorted out and the boxes have been distributed to the appropriate departments.

The camera GTM donated to the ATC is generating a lot of student interest. Students will submit public service announcements (PSA) proposals. Submission will be evaluated and students mentored. This will increase the amount of locally produced material on the education and government channel.

The first of three \$25,000 Comcast payments has been received and placed in the revolving account fund. The next payment will be in 2013 and last in 2014.

Mike is exploring the best way to create training videos, consisting of screen shots and narration. Main focus is to provide department web site training. Consensus from other committee members is that [Camtasia](#) is the best package.

Mike moved town web site hosting to [Lucidus](#). That is the same company that is developing the new site. That way a single company is responsible for development and day to day technical support of the site. The School district has also expressed interested in using them to revamp the school site. The old town site will be taken offline by the end of the year.

Mike is working on revamping the GTM logo. Unfortunately the current version, created by high school students several years ago, is only available in low resolution so it does not show up well on TV. Mike solicited comments from the committee. Recommendation is to create a logo with NH state topological background with Milford prominently identified. GTM initials should be iconized with the “Granite Town Media” and “Milford, NH” fully spelled but smaller. Visually the eye should notice the state of New Hampshire and GTM initials first. Need to create two slightly different versions: one suitable for broadcast and one for print and web letterhead.

Mike continues to work on the Policy and Procedure manual. He will try to have a draft available for the BoS December department review.

In discussing the policy and procedure manual found an oversight in the Bylaws as to when the committee notifies the Board of Selectmen of policy changes. The BoS has a representative on the committee but the specific requirements are not documented. Bylaws will be amended stating any changes approved by the committee will not go into effect for 30-days to give the full board time to respond.

The committee requested clarification of community member approval policy. Does the Board of Selectmen want to approve new members and if so do prospective members need to appear in person before the full board as was done in the past? Tim Finan though that was appropriate and it publicly recognizes the member.

Upcoming Meeting:

5 January 2012 Library AV room

Adjourn:

Meeting adjourned 7:45 PM

Respectfully submitted: Tom Schmidt