



Granite Town Media

Advisory Committee

Meeting Minutes

27 March 2014

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

Absent: Dave Alcox, Rosie Deloge,

Guests: David Boucher & Jessica Hardwick Water Utility and Jeff Marshall Fire Department

Call to Order:

Meeting called to order 6:05 PM

Minutes

Minutes approved with corrections.

Old business

Live Streaming of Gov and Edu channels is still down. New computers are in house however video compression cards do not fit low profile slot. Mike will check with EZ stream to see which cards they recommend.

New Business

Annual meeting to elect officers: Andrew Chairman, Joe Vice Chairman, Tom Secretary. Andrew moved, Tom seconded, all in favor.

David and Jessica attended to discuss using social media to provide more visibility for the Water Department.

- Tim wrote a draft social medial policy document when he was on the BoS. A scaled down version providing guidance to town employees was adopted however the town does not have policy about department specific presence. Kevin Federico agreed to be the point man creating a town social media policy. Question came up as to what policy is in place at the state level for Senators and Representatives.
- Water Department plan is to post information of interest to water and sewer users and provide a comment/question section.
- Tom mentioned possibly need to archive citizen posts and need to have someone actively moderating comments.
- Jeff mentioned the key to successful social media is frequent updates 2 to 3 updates per week.
- Post videos

- Have a large disclaimer on the home page. Social Media is not an official communication channel of the Town of Milford, list of official town sites.
- Provide guidelines for forum behavior and moderation.
- Recommendation to start small and see what happens.

Jeff attended to discuss NIXLE notification system.

- <http://www.milford.nh.gov/departments/fire-department/nixle>
- Account is owned and managed by the Fire Department. Concern is that other departments will set up their own NIXLE accounts and folks will get inundated with duplicate notifications.
- Goal is to have town wide NIXLE account and delegate responsibility to department heads about creating alerts.

March 10th BoS meeting was not covered due to Tricaster hardware failure. System has been repaired under warranty. Niko was assigned to cover the meeting, did a great job attempting to troubleshoot problem and remained calm under pressure.

Town Hall lobby monitor project is on again. Monitor will present relevant information to folks in the lobby. This is separate from the bulletin board being broadcast on Cable channel 22.

Mike is looking into using Skype in the BoS room as a way for committee and board members to attend remotely.

In order to post the result of town election as quickly as possible Mike was faxed the ballots as soon as the vote was tallied. Unfortunately that meant some of the ballot image images were upside down. To address this issue going forward and to provide a cleaner image Mike will use an electronic form and enter the results electronically prior to posting on the web site.

Videographers will be issued GTM logoed t-shirts for summer wear when covering events. T-shirts are the same color as the polo shirts. Mike is still looking into GTM baseball caps.

Jeff Marshall of the Fire Department mentioned the Milford FD is ISO certified, that may result in lower home owner insurance rates, but homeowners need to contact their respective insurance carrier.

School sports schedule has been posted, Mike is working up GTM coverage schedule.

Kevin Drew mentioned he was asked why School Board meetings are not broadcast live. Mike indicated we have the necessary equipment in place but it requires the person covering the event to reconfigure the Tightrope system. This could potentially interfere with other programs. Mike is investigating a way to preconfigure the system so a live feed from the high school automatically switches source, similar to how we have Town Hall configured.

Work session scheduled for either April 10 or 17 at Ambulance Facility meeting room to revise the Mission Statement and add public section to the Policy and Procedure manual. Meeting date is contingent on Andrew's availability.

Upcoming Meeting:

24 April 2014 6 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:18 PM

Respectfully submitted: Tom Schmidt