



Granite Town Media

Advisory Committee

Meeting Minutes

23 April 2015

Present: Kevin Drew, Kevin Federico, Tim Finan, Don Jalbert, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Dave Alcox

Guests:

Call to Order:

Meeting called to order 7:00 PM

This is the first televised GTM Advisory Committee meeting

Minutes

March Minutes approved.

Financial Report

Mike reviewed budget. Community Media Revolving Fund balance as of the end of 2014 was \$104,274. This is funded by the 3% Comcast Franchise fee and funds day to day GTM operation. Operating expenses are on target to meet 2015 budget goals. The Special Purpose Fund dedicated to capital equipment purchases balance is \$26,600 as of the meeting. This reflects the cost of the recent BoS meeting room upgrade.

Work Item Status

- Joe, Oath of Office – Pending, needs to contact Peggy to be sworn in for his renewed term on the committee.
- Expanded meeting coverage – GTM Advisory Committee and Pipeline Committee have been added. Mike spoke to Water and Sewer and MACC Base as the next priority to add to GTM schedule. Unfortunately there are physical and privacy issues in using their existing meeting rooms to televise the meeting. Kevin Federico will review expanded coverage priority list previously created by the committee at next BoS meeting.
- Third PEG channel will be used to improve broadcast rotation. Using a single channel does not provide enough air time to broadcast meetings at a convenient time. Currently the third channel is only being used for bulletin board. Mike will split meetings between the channels. In addition to Cable meeting are available as Video on Demand via EZStream. At this point there is no plan to stream the third PEG channel live on the Internet.

- Reclaiming School Cameras – All three cameras seem to have gone missing. These were donations obtained by the previous Community Media Director as part of the changeover to HD TV. In the future we will need to keep closer track of any on loan equipment.
- Oval Web Camera – Camera is installed but Wi-Fi signal is very weak. Waiting on Bruce Dickerson IT Dir to move the Access Point closer to the camera to improve the signal. Once that is accomplished we are ready to go.
- Move GTM equipment rack to Town Hall – no update still a pending project.
- Additional Town Hall Meeting room - Mike will be generating a proposal to equip an additional meeting room within Town Hall for TV coverage. The committee reviewed available space and recommends using the basement break room. The equipment in the break room can easily be moved to the old ambulance bay day room. Using this room provides convenient access to Middle Street and the ability to secure the room from the remainder of Town Hall. We currently have enough videographers to cover the additional meetings.

Equipment Upgrades

- Mobile Camera Kit –Mike will have a firm quote for our next meeting. This equipment will be used to cover expanded meeting schedule.
- BoS meeting room –The upgrade to the BoS meeting room went smoothly. New cameras are delivering much improved video quality. The two remaining old working BoS cameras have been repurposed and being used by the Police Department. Total cost of the upgrade was \$23,500.
- Laptop audio capture – Mike is still looking into the best adapter.
- Town Hall rear auditorium speakers – low priority still a work in process.
- Microphone shields – Mike showed version of the microphone shield he wants to try. This will be used on the audience microphone to enforce speaking distance. This should eliminate problems where folks are speaking too close and overloading the microphone.
- EZStream caching server – Bruce has a spare computer, now it is just a matter of waiting for him to have enough time to set it up. Once this is in place it will reduce Mike’s workload by automating EZStream uploads.
- Comcast Audio Problem – there is a problem sourcing audio from Town Hall to Comcast Government channel. This only affects the PEG channel, EZStream feed is working normally. Worked with Comcast to track down the root cause. The problem is still being worked but appears to be the device used to switch between high school and town hall feeds.

Video Projects

- Spring sports coverage – baseball, softball, lacrosse. Also plan to cover competitive bass fishing.
- Milford Fishing Derby – looking into covering the event.
- Student manufacturing video – Mike added the video to the rotation. Not yet on video on demand for web viewing.
- Library Presentation: Ladies Behind Bars: A History of Women in the Spirits Industry – editing is complete will be transferred to the Library. Will follow up

- with Michelle at the library to see if there are any copyright issues preventing us from broadcasting the video.
- Changes to NH texting law go into effect July 1st. Mike plans on doing several PSAs in connection with the police department.
 - ICE PSA – There was some confusion about this. In Case of Emergency (ICE) is simply a way for individuals to indicate who emergency responders should contact if the person is unresponsive by flagging emergency contacts in their cell phone address book, there is no cost to do this.
 - Milford WWII vet French government award – Milford resident Knighted by the French Government, 60-70 people attended. Unfortunately audio quality was very poor.
 - Water Expansion – Cover water main expansion along Rt 101 toward Wilton. Plan to use it in conjunction with other video about various town projects.
 - Drug presentation at the high school – May be something to cover and add to the broadcast rotation.

Work Session

- Web site review – Mike is working with the developer to implement some of the changes we have discussed. Plan is to hold off on any additional work sessions until that occurs.
- Policy and Procedure Manual – Tom will send out the most recent draft version that added information about the public channel. Given the changes in technology there is not nearly as much demand for access to the public Cable TV channel as there once was. However now that we have activated the third: public, education, government (PEG) channel need to be able to accept submissions.

Upcoming Meeting:

28 May 2015 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:45 PM

Respectfully submitted: Tom Schmidt