



Granite Town Media

Advisory Committee

Meeting Minutes

23 July 2015

Present: Tim Finan, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Kevin Drew, Kevin Federico, Don Jalbert, Joe Kasper,

Guests:

Call to Order:

Did not have a quorum, informal meeting began 6:05 PM

Minutes

Minutes informally approved.

Financial Report

- Requested Mike provides account balance at each meeting.
- GTM is paying for two Comcast accounts: Internet access for GTM equipment at the high school and Internet access for the Oval web cam at town hall. Comcast combines all Milford accounts causing confusion.

Work Item Status

- Discussed problems with EZStream servers. Mike indicated servers are rebooting but unclear as to exactly what is happening. Even if power is lost servers should reboot and come back automatically. Tom offered to loan a power line monitor to see if problem is AC power or the servers themselves.
- Mike and Tom attended the BoS meeting to discuss adding another meeting room to town hall suitable for GTM coverage and to obtain BoS approval of proposed expanded meeting coverage.
 1. GTM Advisory Committee (start April 23 2015)
 2. Pipeline Task Force Committee (start April 1 2015)
 3. Board of Water and Sewer Commissioners
 4. Traffic Safety Committee
 5. Recycling Committee
 6. Wadleigh Memorial Library Trustees
 7. Capital Improvements Advisory Committee
 8. Economic Development Advisory Committee
 9. Cemetery Trustees
 10. Milford Heritage Commission
 11. Trustees of the Trust Fund

Mike discussed the problem of lack of room to cover Water and Sewer Commissioners meeting. Best solution is to use a wall mount for the camera and control it remotely. He will include the necessary items when he purchases the mobile camera kit.

- Policy and Procedure manual is complete, needs to be sent to BoS for approval. Technical requirements for content submission will be a separate document so manual does not have to be revised if technical standards change. Mike will get Policy and Procedure manual on BoS consent calendar. Mike mentioned using Tightrope system specification for content ingestion as source for technical standards; he will have draft requirements document for the next meeting.
- The oval web cam has been installed but is not reliable due to distance between it and the Comcast Wi-Fi Access Point. This requires installing additional network wiring in Town Hall. Tom suggested Mike speak to Bruce Dickerson, IT director to see what is involved. If a cable path exists and we don't need to drill holes in concrete floors perhaps Mike and Tom can pull the cable to facilitate the process. Desire is to have this active no later than the Pumpkin Festival Oct 9-11.
- Moving GTM rack to Town Hall is still a work in process. Tom mentioned once we move the rack GTM will be able to live broadcast meetings from the additional meeting room.
- Mike is moving his office to the room behind the proposed new meeting room.
- Mike is continuing to have difficulty with web site developer responsiveness. He is investigating other Drupal web site development companies.
- Tom reminded Mike he needs to deliver block diagram of HS and BoS equipment to the committee.

Equipment Upgrades

- Mike will order the mobile camera kit, 1-2 week delivery time
- Mike is looking for used furniture to equip new meeting room. This will be paid for by town budget
- Town Hall auditorium rear speakers, low priority
- EZStream caching server, need to work with Bruce Dickerson to recycle an old computer. Second issue is the code needed to automate the upload. Mike is using [FileZilla](#) for FTP upload. Tim mentioned this may already be a FileZilla watched folder feature.
- Acquire a drone to provide aerial coverage using a wireless GoPro camera. Estimated cost is \$1,100. No decision was reached.
- Mike proposed purchasing a still camera. Currently he is using his personal equipment. Cost is about \$1,700 shared between town and GTM. No decision was reached.

Video Projects

- Spring sports coverage went well: Lacrosse, baseball, softball, baseball playoff.
- Covered high school graduation.
- New hands free PSA in addition to the older distracted driving PSA.

- In Case Emergency (ICE) PSA, concern it is too phone specific. Should just be general info about the program. Suggested expanding PSA to cover medic alert and other way to convey emergency information to EMS responders.
- March 3rd Library Presentation: Ladies Behind Bars: A History of Women in the Spirits Industry is complete. Needs to be delivered to library. Mike will check if there are copyright issues preventing broadcasting it on GTM.
- Looking into possibility of covering Green Bridge and water tank removal, unfortunately both are scheduled for the same day.
- West Elm St water main extension. Already installed in preparation of the state improving RT 101. No GTM coverage.

Work Session

- August 20th is tentative date to discuss web site issues with new HR director Karen Blow. Tim will poll members and HR to confirm date.

Upcoming Meeting:

27 August 2015 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:17 PM

Respectfully submitted: Tom Schmidt