



# Granite Town Media

## Advisory Committee

### Meeting Minutes

28 April 2016

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

**Absent:** Dave Alcox, Kevin Federico,

**Guests:** Lisa Griffis

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

Meeting called to order 7:03 PM

#### **Minutes**

Minutes approved.

#### **Annual Officer Election**

- Tom moved and Joe seconded: Chairman - Joe, Vice Chairman - Tim, Secretary - Tom, AIF.

#### **2015 Financials**

- 2015 rollup is complete however departmental reports are not yet available. Mike will send them out in a few days when they are ready.

#### **Expanded Meeting Coverage**

- Library Trustee – Tim and Mike held an informal information session with the trustees. The first meeting covered by GTM was April 19<sup>th</sup>.
- Water & Sewer commissioners – Water and Sewer commissioners meetings are now being covered by GTM. At the first meeting the question was raised as to how much it costs Milford taxpayers to televise a meeting. GTM is funded by the 3% Comcast franchise fee so GTM's operating budget is funded by Comcast TV customers, not Milford taxpayers in general. Videographers are paid a varying rate based on seniority and proficiency. The highest rate is \$12 per hour so covering a 1.5hr meeting cost at most \$18. No additional capital equipment is required and post production work to air the meeting on the government cable channel and make it available on demand over the Internet is performed by Mike who is a salaried employee.
- Recycling Committee – Mike will work with Gary Daniels the committee chair to add this meeting to regular GTM coverage.

### **Increase Public Channel Content**

- The new version of the Policy & Procedure manual that includes information relevant to the public channel was approved by the BoS and has been published on the web site.
- **Lisa Griffis** attended the meeting to discuss ways to create content for the public channel. Concept is to interview business and organization members and produce short videos highlighting Milford. Lisa will work with Mike to see if any of the videographers are interested in working with her to film and edit the material. The committee strongly supports any activity that highlights Milford businesses and organizations.

### **Equipment and Network changes at HS**

- Status Update – Mike is working with Bruce Dickerson IT Director to order the necessary networking equipment. Mike requested his A/V contact to recommend audio and video changes so we are able to stream live programs via EZStream. That way viewers will have access to the identical programs regardless of how they access GTM and to quickly upload GOV and EDU programs for on web based on demand viewing. Currently to watch a live program requires web based users to specifically select that program as opposed to simply watching the respective channel. The cost to make these changes is modest. Tom asked to have the equipment block diagram updated so we are confident the proposed changes will accomplish what we need.
- Committee approved spending \$500 to remove the satellite dish and tower we are no longer using and scrap the equipment.
- HS Comcast account – Mike verified the Comcast account used at the HS and will bump it up to the next speed tier to improve upload performance.
- Mike was able to track down the Comcast TV drop in town hall and set up a set top box in his office to monitor GTM PEG channels.

### **Asbestos Abatement at HS**

- The Asbestos problem near the TV studio is not nearly as bad as originally anticipated. The number of days we will not have access to our equipment is now down to about three.

### **Current Work Item Status**

- Oval Web cam upgrade – no update
- Mobile Camera Kit – kit is complete and has been tested. Has not yet been used to cover an event.

### **Ongoing Video Projects**

- Culinary knife safety is complete.
- Culinary salad preparation is complete needs approval prior to airing.
- Motorcycle safety PSA
- Ambulance/fire/PD had a mass casualty drill. Video is being finalized.

- Mike is working with Dave Boucher Water and Sewer Director to do a PSA about video pipeline inspection.
- Spring sports.

**Web Site Work session**

Committee plans to hold a work session to discussed proposed changes to the web site once the developer is able to give Mike page mockups.

**Upcoming Meeting:**

26 May 2016 7 PM Board of Selectmen meeting room

**Adjourn:**

Meeting adjourned 8:05 PM

Respectfully submitted: Tom Schmidt