



Granite Town Media

Advisory Committee

Meeting Minutes

24 May 2018

Present: Ron Carvell, Kevin Federico, Tim Finan, Joe Kasper, Mike McInerney, Tom Schmidt, Jon Teger

Absent: Dave Alcox, Lisa Griffiths

Guests: Chris Gentry (Milford resident and BCTV production coordinator)

Call to Order:

Meeting called to order 7:02 PM

Chris Gentry attended meeting. He has worked with Randy from Access A/V on GTM equipment, is a Milford resident and currently the broadcast production coordinator for Bedford TV.

Project Update

- Term renewal for Tom and Joe – Joe sent request to Tina. Should be on the BoS consent calendar for May 29th meeting.
- Dave Alcox WtP video payment – there has been some confusion about this. GTMAC is not making a donation, we are paying for two **We the People** videos. From our Feb 2018 meeting: *“Dave is almost finished editing the **We the People** he shot in Washington DC. Approved payment of \$400 for 2017 and another \$400 for 2018.”* Joe will request Dave on behalf of We the People submit an informal invoice to Mike.
- Comcast franchise agreement status
 - Bryan Christiansen Comcast Sr. Manager Government and Regulatory Affairs emailed Mike a response to our comments about the new Franchise agreement. Mike presented hardcopy at meeting. He will forward email to the committee; Tom will add comments for Mike to respond back to Comcast. Plan is to have Brian attend our next meeting to finalize details.
 - Request for dark fiber between buildings is not within the scope of the Franchise agreement. This is a value add service; need to coordinate between Milford IT and Comcast Metro Ethernet sales.

- New agreement does not mention backup time in the event of power outage. Our current agreement requires 48 hours. Bryan's indicated they provide backup but did not specify time. Need to nail down guaranteed backup time.
 - Bryan responded Comcast does not support HD PEG in the Boston market. Request time frame for when HD PEG will be available in our area.
 - Chris suggested we make sure changes to the franchise fee do not trigger a new contract. Rate change requests should just require written notification to Comcast. He mentioned changes to the franchise fee do not have to be integer amount but may be fractional.
 - Bryan provided a hardcopy coverage map. Mike will scan it and send out to committee. Except for a few sparsely populated roads Milford is entirely served.
 - As part of the renewal will schedule a public hearing for residents to discuss Comcast issues. BoS will coordinate and schedule meeting.
- Equipment upgrades at the high school
- GTM rack power – dedicated AC power drop installed
 - Rack documentation - Randy generated block diagram of the installation. Mike had hard copy at the meeting will email to members.
 - Replace copper drops with fiber - Quote to install fiber drops is \$2,000, Randy has agreed to donate the fiber. This will replace the copper drops in the: auditorium, closet outside gym, cafeteria, lecture hall, library and TV studio. The copper drop to the football field has never worked. Cable is installed in conduit under parking area so old cable may be able to be used as a pull string. Chris mentioned fiber is fragile and if the conduit is filled with water it will be damaged due to freeze/thaw cycles. There is also concern the conduit has been crushed. Need more investigation. Total length is about 900 feet. This led to a discussion about wireless networking relevant to our capital improvement plan.
- BoS meeting room lighting upgrade – Mike followed up with Electrical Supply of Milford; they recommended using 2x4' LED lights. Estimate did not include replacing florescent fixtures in the audience area. Mike will follow up to get a quote to replace all BoS meeting room light fixtures and provision to separately dim audience and conference table lighting. While this will not be studio grade lighting the conversion to LED and better fixture placement will improve video production quality at a fraction of the cost of studio lighting.
- School Board addition to the HS meeting room – Currently there is no way to monitor the Comcast live PEG feed. Mike will have Comcast install a TV drop in

the control room and add a small TV monitor. This will provide real time monitoring the program is being successfully uplinked to Comcast headend.

- Progress report on GTM capital improvement plan – Mike presented overview of equipment needed to upgrade GTM to HD production, use IP as transport wherever possible and convert analog equipment to digital. Much of our equipment is already capable of HD. Goal is to update gear so video production is HD as is live streaming and VoD. HD programs will then need to be down converted to SD for PEG uplink until Comcast supports HD PEG channels.
 - BoS room audio mixers need to be upgraded to digital from current analog.
 - Add ability to record BoS room meetings in BoS equipment rack.
 - At HS rack need a SDI router to switch video feeds.
 - Replace existing end of life Tightrope box with [Flex 4](#) capable of HD.
 - Tom asked if the Comcast link between Town Hall and school was HD capable. Unknown if Comcast link is capable of HD.
 - Chris mentioned Bedford uses an Arris encoder to uplink to Comcast headend. That advantage is even though it is SD able to uplink as 16x9 rather than 4x3 aspect ratio eliminating pillarboxing.
 - Chris mentioned the new Tightrope gear is able to upload directly to Facebook via RTMP. This has been a long term goal to include Facebook as a program distribution method. Working on detailed plan and time frame.
 - Chris mentioned Bedford is using [Comrex](#) gear that enables programs to be transported over the Internet either via: Ethernet, Wi-Fi or cellular. This provides a great deal of flexibility to broadcast live anywhere we have access to the Internet. Cost of this capability is about \$15,000. He suggested we content Comrex and borrow equipment for a demo.
 - Mike presented a printout of major GTM purchase over the last seven years. Unfortunately we do not have good inventory of capital equipment.
- Update on GTM program archiving plan – Mike is still investigating. Consensus is to use a RAID NAS drive for primary backup, and subscribe to a cloud based service to back up the NAS.
 - Chris mentioned ConcordTV uses a NAS and then uploads to [Archive.org](#) (Wayback machines) to provide cloud based backup of the NAS drive.

Video projects

- Demolition of the two houses behind the library. The Fire Department is going to use them for training prior to tear down. Mike will contact Betsy Solon Library director and Jack Kelly Fire Department Chief to work out details.
- Library Civil War statue is almost complete – Mike will contact Betsy Solon to coordinate coverage of dedication ceremony.
- Discussion of PEG broadcast of the NHPTV Milford Our Town program. NHPTV is willing to make the program available to us, but requests we only broadcast it over the PEG channel and not make it available as VoD as NHPTV is already do that. Mike will contact NHPTV about getting a copy of the program.
- Tim asked about covering the Fire Station remodel. Mike indicated it was difficult doing the time lapse video for the Ambulance building, he will investigate.
- June 9 high school graduation.
- Tim asked about covering Rotary swim meet.
- Tim mentioned the mobile Vietnam wall event hosted in Amherst.

Upcoming Meeting:

28 June 2018 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:27 PM

Respectfully submitted: Tom Schmidt