



Granite Town Media

Advisory Committee

Meeting Minutes

January 25 2018

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

Absent: Dave Alcox, Lisa Griffiths, Jon Teger

Guests:

Call to Order:

Meeting called to order 7:04 PM

Minutes

December minutes approved, Tom moved/Joe 2nd AIF.

January priority items

- GTM equipment upgrade – Mike purchased a UPS \$1200, waiting for school electrician to install the dedicated power drop. Still need documentation update.
- About Milford series – no update
- HS meeting room – New equipment is working well. Mike is investigating optimum location for the On the Air sign. Ron indicated he is looking to expand capabilities such as Skype and distant learning.
- HS optical cable upgrade – waiting for quote from Randy, Tom submitted a list of questions to incorporate into the final quote. Estimated cost is \$1500 – 2500; Randy is providing the fiber for free.
- Long term program archiving – Mike is leaning to a Network Attached Storage (NAS) drive, with possible use of cloud storage for secondary backup

February priority items

- GTM equipment upgrade
- About Milford series
- HS meeting room
- HS optical cable upgrade
- Long term program archiving
- BoS lighting upgrade

New web site

- Transition to new web site has been going well. Department heads have been aggressive uploading new material. Virtual Town Hall support has been extremely responsive fielding questions.

- Discussed problems searching video on demand programs. Tighrope has promised an improved search engine in the next software release.
- Discussed meeting minute process. The need to generate minutes in a timely fashion and publish them to the web site. Kevin indicated the BoS has recently update meeting procedures. He will review the document and clarify process to publish minutes.

Video projects

- Plan to host another meet-the-candidates program prior to the town election.
- On track to cover town and school deliberate sessions.
- Mike has hired a new videographer.
- Converting old meeting to new VoD format is still a work in process.
- Mike has not put PSAs on VoD, waiting for upgraded search function.

Projects

- Experimented used existing BoS meeting room camera to zoom in on wall map, worked surprising well. Will experiment more during meetings when presenter is using paper maps. If we decide to pursue this will need to purchase a large LCD screen mounted on one of the side walls in addition to the one behind the table.
- Mike is working on getting quotes to upgrade BoS meeting room lighting using the same LED fixtures used at the high school.
- Comcast franchise agreement is due for renewal in September. Scheduled a work session Feb 15th at 7PM to review the contract. Tentatively agreed to hold a public Comcast meeting in May/June timeframe.
- Tom requested Mike email the updated GTM 2018 proposed budget.
- Need to develop a multiyear capital improvement plan.

Upcoming Meeting:

February 22 2018 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:17 PM

Respectfully submitted: Tom Schmidt