



Granite Town Media

Advisory Committee

Meeting Minutes – Unapproved Draft
29 November 2018

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

Absent: Dave Alcox

Guests: Karen Blow HR Director, Bruce Dickerson IT Director, Wade Campbell, Chris Gentry, Lisa Griffiths

Call to Order:

Meeting called to order 6:00 PM

Enter Non-public Session.

- On the motion by Tom, seconded by Tim, AIF the committee moved into non-public session pursuant to RSA 91-A:3 II (a) Personnel.
- Time: 6:05PM

Discussion items

- Talent search begun for new Granite Town Media Manager.
- Bruce Dickerson will be acting Manager until the position is filled.
- Worked with Karen Blow to update the Media Manager job description.
- Job opening will be posted shortly.

Exit non-public

- On a motion by Ron, seconded by Tim, AIF the committee came out of non-public session and recessed until 7:00 PM.
- Time: 6:45PM

Reconvene public meeting

- 7:00 PM
- No votes were taken in non-public session and minutes were not sealed.

Announcement – Granite Town Media Manager position

The Town of Milford, NH and the Granite Town Media Advisory Committee (GTMAC) is seeking a full-time Media Manager to perform highly-responsible duties associated with the operation, and maintenance of the Town's Cable (PEG - Public, Educational and Government) Access television station and web site.

Interested applicants are encouraged to visit the town web site employment page for details.

Minutes

Minutes approved with corrections, on motion by Joe, Tim 2nd AIF.

Around Milford video project

- Wade Campbell and Chris Gentry attended to propose creating videos about interesting aspects of Milford life. This is an exciting project as it is something we have wanted to do for some time to augment coverage of meetings and sports. Lisa Griffiths was also in attendance as this is an activity she wants to participate. The Milford Historical Society was also mentioned as Dave Palance has expressed interest in doing Milford historical videos.
- Jon mentioned the school district created a video about the Milford school system. He will check to see if it is something we are able to broadcast to a wider audience.
- Chris, Lisa, and Wade will work to scope out some initial videos to see how things work out

Fiber Optic project

- Bruce stated work has not yet started installing fiber optic link between police station and ambulance bay.
- Discussed possibility of extending fiber link to the high school. Connection will be shared by town and school for security purposes and GTM to access equipment remotely. Ron indicated there has been a recent increase in federal funds allocated for school security so we may not have to foot the entire cost.

Facebook streaming of GTM live programs

- Discussed feasibility of streaming GTM videos live on Facebook. Adding this capability requires purchase of software and adding a dedicated computer to transcode programs to a format suitable for Facebook.
- Question was asked about feasibility of using YouTube – that is a possibility and the same equipment can be used for either distribution method.
- In the case of Facebook live streaming it does not appear possible to disable user comments. This is a problem as viewers will think they are able to interact in real time when that is not feasible. This technical issue needs more study.
- Committee approved spending up to \$2,500 to add this capability, pending resolution of the commenting issue. Kevin Moved, Joe Second AIF.

Upcoming Meeting:

27 December 2018 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:23 PM

Respectfully submitted: Tom Schmidt

Town of Milford Media Manager

The Town of Milford, NH and the Granite Town Media Advisory Committee (GTMAC) is seeking a full-time Media Manager to perform highly-responsible duties associated with the operation, and maintenance of the Town's Cable (PEG - Public, Educational and Government) Access television station and website. This is an exempt position within the Town's Compensation Plan. Salary is commensurate with experience.

The Media Manager reports directly to the IT Director and receives input from GTMAC. This position provides strategic communications support for the Town of Milford and facilitates communication efforts throughout the Town by creating and promoting transparency with the public. This position requires someone who will spearhead change, is a catalyst for growth and will scrutinize daily operations to ensure optimal performance.

Duties include, but are not limited to:

- Implement and oversee all aspects of the PEG Access station.
- Manage the overall operations of the Community Media department.
- Recruit, train, and supervise interns/volunteers.
- Manage, enhance and oversee the future development of the Town's website and social media presence.
- Must be familiar with all phases of videography and video editing equipment.
- Must possess the ability to diagnose and resolve media system problems.
- Must be able to develop and maintain an operating budget.

REQUIREMENTS

EDUCATION: Bachelor's Degree in TV Production/Communication, or its equivalent, plus 3 years of experience of a related nature required, or any combination of education and experience demonstrating possession of the required knowledge, skills and abilities. Proficiency in Windows, Microsoft Office, A/V technology, Drupal and networking required. Tighrope Media Systems is a plus.

Experience: Minimum of three (3) to five (5) years of experience leading communications in an organization is required. Experience with multi-media practices, equipment, and technology is required. Knowledge of the principles and methods of public relations as it relates to public administration and public information is preferred. Knowledge of the Town of Milford is preferred. One year of IT experience is preferred.

License/Certifications: Valid Driver's License is required.

Job Type: Full-time

To Apply: Please forward a completed Town application, cover letter (including salary requirements), resume and 3 references to:

Town of Milford
ATTN: Human Resources
1 Union Square
Milford, NH 03055
Fax: 603-673-2273 / Website: <https://www.milford.nh.gov/>

Closing date: December 14, 2018

Town of Milford is an Equal Opportunity Employer