



Granite Town Media

Advisory Committee

Meeting Minutes – Unapproved Draft

12 December 2019

Present: Ron Carvell, Tim Finan, Chris Gentry, Lisa Griffiths, Chris Labonte, Tom Schmidt

Absent: Dave Alcox, Jon Teger

Guests: Bruce Dickerson, Kevin Federico, Wade Campbell, Nathalie Watson

Call to Order:

Meeting called to order 7:08 PM

Last meeting of the year held at Pasta Loft, Milford Oval

Minutes

3 October & 24 October 2019 minutes approved as presented: Tom moved, Lisa seconded: AIF.

Manager Report

- Station upgrade – complete except for fiber run to athletic field, waiting for warm weather to inspect underground conduit. Comcast has not yet replaced the multi-channel analog uplink modulator nor activated the HD channel per Franchise agreement renewal conditions.
- VoD bandwidth issues – in process installing 10Gbps link between Town Hall and ATC GTM equipment rack.
- Sports coverage – currently inactive. Basketball season begins in January.
- Upcoming projects – Chris is looking into feasibility of covering concerts.
- Auditorium A/V upgrade – Goal is to have equipment in place for February 1st 2020 Milford Deliberative Session. Chris presented quote from Ockers Company Brockton MA to do a semi-permanent audio/video installation similar to what we did in the high school meeting room. This will provide better coverage and eliminate need for cameras and cables in the audience areas of the auditorium. Being a historic building we are restricted from making any structural or cosmetic changes. Plan is to locate three cameras and control equipment in the balcony, currently restricted from public access. A fourth camera will use a tripod on stage pointing toward the audience. This camera can also be used for single camera coverage of Banquet Room events. Installation needs to be approved by the Historical Society and the BoS. Chris issued three RFQs: Access A/V, Rule Broadcasting and Ockers, unfortunately only Ockers responded. However they are a company we have successfully worked with in the past. Ron moved to approve not to exceed \$62,000, Lisa seconded: AIF.

- Pumpkin Festival video is still in post-production due to time constraints.

Policies and Procedures

- No discussion

By-Laws revisions

- Tim presented proposed changes to GTMAC By Laws seeking committee input. GTMAC By Laws have not been revised since 2013.
- Change representative members appointed by the town and school board to a single person each and increase the number of community members.
- Create the position of alternate member, as is customary with other committees. Alternate members attend meetings but are only authorized to vote due the absence of a regular voting member.
- Changes are intended to increase community participation and reduce the chance of not having a quorum during meetings.

Full Time assistant position

- Goal of the assistant position is to increase quantity of GTM programs and allow the Community Media Manager to devote more time improving GTM and town web.
- Job description and pay grade have been developed with HR,
- Full time assistant position has not yet been reviewed formally by the BoS. This position is fully funded by GTM revenue. Chris will begin candidate search contingent on BoS approval.

2020 Budget

- Chris presented the 2020 GTM budget with updated capital and proposed full time assistant. 2020 GTM budget is \$201,004.
- Note: Community Media Manager position is funded from two sources: 85% by GTM and 15% from general revenue for web site development and management.
- Ron moved to approve GTM budget, Lisa seconded: AIF.

Future Projects

- Chris is investigating feasibility of Milford operating a low power FM public safety radio station, in conjunction with: PD, Fire and Ambulance. Ron mentioned this may be a good fit for the ATC to have student DJs gain broadcast experience. Project is at least a couple of years away.

Upcoming Meeting:

23 January 2020 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:36 PM

Respectfully submitted: Tom Schmidt