Granite Town Media
Advisory Committee
Meeting Minutes
24 January 2019

Present: Dave Alcox, Kevin Federico, Tim Finan, Chris Gentry, Joe Kasper, Tom Schmidt

Absent: Ron Carvell, Jon Teger

Guests: Bruce Dickerson, Lisa Griffiths (inactive member), Amy Concanon, Wade Campbell

Call to Order:
Meeting held in Town Hall basement meeting room, due to Asbestos abatement project.
Meeting called to order 7:10 PM
Welcome Chris Gentry as new GTM manager.

Minutes
Minutes approved Tom moved, Joe 2nd, AIF

GTM History
Tom presented updated GTM history. Approved with revisions Tom moved, Tim 2nd AIF

Job descriptions
GTM currently has two part time videographers (high school students) and a part time assistant. Due to expanded programming with the creation of the about Milford series staffing requirements will increase. The first step in the process is to formally document the job description for each position. Chris presented draft job descriptions for feedback and will have them formalize by HR.
  ➢ Assistant
  ➢ Videographer

Tightrope (Cablecast) Service Contract
  ➢ Chris recommended we purchase a hardware and software service contract for our Tightrope equipment. This equipment is responsible for: program scheduling, bulletin board, live streaming and video on demand. The contract is transferrable to new equipment. This is essential as over the next year we plan to replace several servers so we are able to deliver high definition (HD) TV.
  ➢ He also recommended we use their cloud based streaming service for live streaming and video on demand (VoD). This reduces the amount of upload bandwidth we require. The service is able to tailor each stream for different devices and connection speeds. Programs continue to be hosted on our equipment

but are cached in the cloud. Annual cost is $2,200 to stream a maximum of three live channels and VoD.
➢ Tom moved/ Tim 2nd to approve spending not more than $6,000 AIF.

Manager report
➢ High school meeting room audio problem fixed. Root cause was interaction between multiple audio mixers. Chris has updated videographer procedures.
➢ BoS meeting room audio problem, installed additional speaker in lobby for overflow crowds.
➢ New background music on Carousel server used to present intermission slides.
➢ Demoed updated screen layout for Town Hall lobby monitor
➢ Adding meta data to programs for improved search functionality

Video Projects
➢ MACC warrant article video completed
➢ Working on additional warrant article informational videos
➢ Amy and Lisa will begin working on first about Milford video
➢ Discussed streaming videos on Facebook. This is a future project as it requires another physical server.
➢ Meet the candidates program planned for town and school board candidates.

Upcoming Meeting:
28 February 2019 7 PM Board of Selectmen meeting room

Adjourn:
Meeting adjourned 8:35 PM

Respectfully submitted: Tom Schmidt