



Granite Town Media

Advisory Committee

Meeting Minutes

27 June 2019

Present: Dave Alcox, Tim Finan, Chris Gentry, Lisa Griffiths, Tom Schmidt, Jon Teger

Absent: Ron Carvell, Joe Kasper, Chris Labonte

Guests: Wade Campbell, Kevin Federico

Call to Order:

Meeting called to order 7:03 PM

Minutes

Minutes approved Tom moved, Dave 2nd AIF.

Manager Report

- New Tightrope server scheduled for July 15th install
- Fiber install at the high school planned mid-July, this is only fiber optic cable, equipment not yet scheduled. Drops include: Café, Lecture hall, Gym and if possible the athletic field.
- HS equipment rack upgrade for digital distribution scheduled for late July. Once that is operational we will work with Comcast to activate high definition (HD) PEG Educational TV channel, primarily for sports coverage. Video on Demand is adaptive it automatically adjusts depending on user's connection.
- Chris's trip to [Alliance for Community Media](#) conference scheduled for July 9-14. Chris and Adam McCune, Goffstown TV, will jointly present: "Sports Programming on Tight Budgets."
- Facebook engagement is up significantly month over month, last month >500 GTM likes.

Website Update

- Town is now hosting the Pumpkin Festival web site. Kevin F. volunteered to assist with Pumpkin Festival web site development.
<http://www.milfordpumpkinfestival.org/>

Policy and Procedure

- Discussed updating GTM policy and Procedure Manual, last revised in 2016.
- Drone requirements: there are no specific NH RSA's relative to drones. Will add section addressing acceptable use of the drone.

- Had lengthy discussion about whether GTM manager must be a licensed drone pilot. Currently Chris is licensed and working with other town departments to get additional pilots certified. Per town insurance pilot must be a town employee. Tim F. argued even though GTM owns the drone it should not be a requirement of the position to be a pilot. Used example of PD, Fire and Ambulance that the chiefs do not necessarily have to have all certifications of their staff. Tom and Kevin F. argued given the small sized of the GTM department it is incumbent the manager be drone licensed.
- Will add section about Facebook, now that it has become such an important program distribution mechanism.
- P&P needs addition appendix items for various release forms and technical requirement for submissions.
- Chris will develop rough draft based on existing Milford P&P manual incorporating the best from nearby towns.

Bylaw Revision

- Once we have completed the updates to the Policy and Procedure manual need to review GTMAC bylaws, last updated in 2013. A key issue is committee makeup: community members and appointed town and school members.

Video projects

- High School Graduation was carried on Facebook live. About 600 people watched graduation live.
- Second School Community Conversation was also streamed lived on Facebook, will also be made available as GTM video on demand. Had a 23k reach, 1000 clicks, and 60 reactions.
- Memorial Day parade streamed live on Facebook. 4.2k reach, 1.3k clicks, 150 reactions. Lisa has additional content of the parade. Chris will incorporate that into VoD version.
- Working to develop drone footage for Conservation commission.
- Working with the Historical Society to develop programs, initial focus is banking.
- Permatach walk through (Keyes field expansion) Chris shot video inside the old Permatach building.
- School district budget meetings.
- Fire Department expansion is almost complete: video walkthrough planned.
- Water Department flyover planned.
- Chris used drone to survey library for proposed expansion
- Limited coverage of the July 4th celebration planned.
- Working with Wade Campbell to produce Pumpkin Festival promo video
- Tim kicks off the first Inside Milford podcast series with Mark Bender.

PA system loan

- Chris received request to use the PA system for Sunday Pride event. Currently we do not have a mechanism to loan the system for non-town events. After much discussion Chris will loan the system with the condition user will be responsible

for damage. Discussed benefit of equipping Oval Gazebo with a permanent sound system, but this is outside the scope of GTM operations.

Upcoming Meeting:

25 July 2019 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:40 PM

Respectfully submitted: Tom Schmidt