



Granite Town Media

Advisory Committee

Meeting Minutes

25 May 2023

Present: Dave Alcox, Josh Breault, Tim Finan, Chris Gentry, Tom Schmidt, Jon Teger

Absent: Lisa Griffiths, Tina Philbrick, Nathalie Watson

Guests:

Call to Order:

Meeting called to order 6:06 PM as a hybrid Zoom meeting.

Special Election – Vice Chairman

- Officer election postponed until next meeting

Director Report

- 2023 high school graduation – Plan is to use multiple cameras and provide live coverage. Chris has been working with IT director Jerry Stajduhar. Graduation will be June 10th.
- ATC renovation – Zoom call scheduled for June 2nd with the architects. Tim mentioned the BoS meet with the CTE steering committee. Chris talked about the design of various TV studios in the area. Jon mentioned the architects asked if seating was needed. We discussed possibility of making the studio a multifunction area and potential scheduling problems of joint use room.
- Milford Historical Society – They are currently doing a presentation at the high school. Historical Society prefers not having the presentations go out live. Several are in the editing process. Once they are reviewed and approved by the historical they will be made available.
- BoS meeting room upgrade – scheduled for July estimate 2 day installation and 1 day of testing.
- BoS GTM department presentation May 22nd – Chris presented annual department status at BoS meeting. GTM status report is attached to minutes. Tim mentioned the old town web site is still online, it should not be accessible. Chris will need to check on DNS redirection.
- Memorial Day parade – Live coverage is planned again this year and may be able to use multiple cameras.
- Inside Milford Town Administrator podcast – Lincoln Daley has done two pod casts; links are on town web site.

Videos

- Milford Eats – First program in the editing process, more coming soon

27 April Minutes

Minutes approved as presented: Tom moved/Jon 2nd AIF

Upcoming Meeting:

22 June 2023 @6:00 PM Hybird Zoom

Adjourn:

Meeting adjourned 7:22 PM.

Respectfully submitted: Tom Schmidt

6:45 Community Media Departmental Update - Director, Chris Gentry



Annual Department Reporting Summary to the Board of Selectmen - Community Media

The mission of Granite Town Media is to utilize electronic media to promote awareness of, and encourage participation in, local government and education as well as to provide a forum for community expression. With that comes the following primary responsibilities...

- Manage the 4 Community TV channels and Online Streams and OnDemand. (Government, Education, Public, and HD.)
- Create content in various forms.
- Serves as the Town's liaison to Comcast Government Division.
- Provide Audio Visual Support for other departments.
- Administration of the Town website which includes content management, development and design.
- Provides oversight, assistance and Archiving of the Town's social media.

Community Media has two budgets, the first being the General Fund budget.

The General Fund budget provides payments for website and social media related costs. You can see the attached report which puts that budget at about 34%, with the website cost already paid and the social media archiving invoice to come up towards the end of year. The only other costs to come out of this budget is 15% of the Community Media Directors annual salary as well as Occasionally, we will purchase additional modules for the website, as the need arises.

The Second Budget is the Revolving Fund budget, which is overseen by the Granite Town Media Advisory Committee (as established by the original warrant article setting up the revolving fund) is currently at less than 30%. This budget is 100% supported by the Franchise fees collected from Comcast, no tax money is appropriated for this budget. This includes, but is not limited to, Equipment, staff, benefits, and any related cost to the management and upkeep of GTM.

Including our big project of the year, (which is part of the GTM 10 year plan) the updating and refit of the Selectmen's Meeting Room. The update/upgrade should be taking place June/July as soon as the rest of the equipment is in.

As far as employees, We have two full time and recently hired a videographer to cover meetings and other events as needed. We could use at least one more videographer to help even out the staffing.

When it comes to the 4.5 day work week, it doesn't really apply to this department. We have to provide coverage, sometimes late into the night, early in the morning, or on the weekends/holidays.

All that written, I would like to let the board know on behalf of Granite Town Media's committee, that we do have one opening on the committee. We meet on the fourth Thursday of the month in the Selectmen's Meeting Room of Town Hall at 6:00pm.

As for right now, we don't have anything prohibiting us from obtaining our goals, we would ask that the Board continue to support and have patience as we work towards our goals.