



# Granite Town Media

## Advisory Committee

### Meeting Minutes

3 October 2019

**Present:** Dave Alcox, Ron Carvell, Tim Finan, Chris Gentry, Tom Schmidt, Jon Teger

**Absent:** Lisa Griffiths, Joe Kasper, Chris Labonte

**Guests:** Bruce Dickerson, Nathalie Watson

#### **Call to Order:**

Meeting called to order 7:00 PM

#### **Minutes**

Minutes approved as presented. Tom moved/Dave 2<sup>nd</sup> AIF

#### **Joe inactive status**

Joe asked to be placed on inactive status due to heavy work commitments. Tom moved/Ron 2<sup>nd</sup> AIF

#### **Manager Report**

- Station upgrade status – fiber optic cable has been installed in lecture hall, gym and café at the high school as well as most of the equipment needed to upgrade station to high definition. Chris and Bruce are investigating root cause of slow bandwidth issues and hope to have it resolved shortly. This is causing delay in posting VoD programs. Chris is working with Comcast to convert our uplink feed to digital. This will result in better video and audio and is a precursor to implementing the HD PEG Education channel.
- Sports coverage – Football coverage is going well. Chris is investigating possible live coverage of football away game in November. Need volunteers to assist with basketball and wrestling coverage.
- New Podcast series – Tim has conducted numerous podcasts with Milford notables. Available at: <https://www.milford.nh.gov/community-media/granite-town-media-podcasts>

#### **Policy and Procedure manual**

- Reviewed Policy and Procedure draft comments.

#### **FT assistant position**

- Reviewed job description for full time assistant. Tom moved/Ron 2<sup>nd</sup> to approve hiring an assistant, AIF. Once it is approved by the Select Board the job opening will be posted on the town web site.

**Budget**

- Chris presented the last three quarters of Comcast franchise fee revenue. It is holding steady at about \$42k per quarter with a slight increase over the last nine months.
- Almost all the equipment for the station upgrade has been purchased running slightly under estimate.

**Upcoming projects**

- Conservation Commission hiking trails – delayed due to other priorities
- Pumpkin Festival – planned coverage by GTM personnel
- Chris discussed doing a semi-permanent equipment install for the town hall auditorium much like the one installed at the high school. This will save time moving gear from one location to another. Once the station upgrade is complete we will be able to broadcast multiple live events from town hall.
- WYCN TV in Nashua discontinued service as part of the FCC repack. They are donating their equipment to Granite Town Media. This represents a tremendous windfall for us reducing need to purchase new TV production equipment.

**Upcoming Meeting:**

24 October 2019 7 PM Board of Selectmen meeting room

**Adjourn:**

Meeting adjourned 8:44 PM

Respectfully submitted: Tom Schmidt