



Granite Town Media

Advisory Committee

Meeting Minutes

24 September 2020

Present: Dave Alcox, Kevin Federico, Tim Finan, Chris Gentry, Chris Labonte, Tom Schmidt, Jon Teger, Nathalie Watson

Absent: Wade Campbell, Lisa Griffiths

Guests: Andy Kouropoulos

As Chairman of this Committee, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b), otherwise known as the Right To Know Law.

Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public who may be accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply.

Public comments will be limited to three minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting must and will be done by Roll Call vote.

Call to Order:

Meeting called to order 6:05 PM

Manager Report

- Financial Report – Reviewed YTD income and expenses. Spending is on target for this time of year. 2020 is a year of significant capital upgrades as a result of planned station enhancements and COVID-19. As anticipated, capital improvements this year exceeds income from franchise fee resulting in drawdown of the revolving fund. Equipment purchased due to COVID-19 qualifies for [CARES](#) reimbursement. We have submitted paperwork but we have no control over when to expect reimbursement. Income from the Comcast franchise fee has remained stable during the year.

- Election coverage
 - Primary election polling location was moved to the high school to provide ample space for social distancing.
 - GTM provided live coverage of all aspects of the primary election. Camera at the Gym provided continuous live coverage. Handheld camera was used to document movement of sealed ballot boxes from the new voter registration area and outdoor voter tent to the gym for processing by the optical scanners.
 - Similar GTM coverage is planned for the national election Nov 3rd.
- Comcast equipment upgrade – still a work in process. Comcast discovered a problem with one of the fibers linking high school to Mt Vernon headend. This has subsequently been repaired. Scheduled completion date is end of October. This will provide GTM with 1 HD and 3 SD PEG channels.
- GTM equipment upgrade – 3 Tightrope servers (2 live stream and 1 VoD) have been upgraded from Win 7 to latest version of Win 10.
- Sports coverage
 - Commercial sports NFSH/NHIAA broadcast status – the school district has decided not to grant commercial sports TV contract.
 - GTM will continue to provide coverage of high school sports. We are able to cover most home games. Away games are a problem as a result of COVID-19 social distancing requirements due to limited broadcast booth space at most locations.
 - Chris is investigating replacing the failed cable between GTM equipment and the field press box with a fiber optic link. This will enable live coverage from the football field.
- Comrex equipment – All the components have arrived. Chris ordered a Verizon unlimited data SIM card to allow live streaming when Wi-Fi or Ethernet is not available. Cost is \$30 per month.
- Hybrid Zoom/in-person meeting equipment – in addition to using the auditorium some hybrid meetings have been held in the BOS office. Russ worked with Chris to modify a mobile cart to facilitate moving equipment within town hall. Overall meetings have been working well.
- Town hall fiber installation – no update
- Concert Series – we have been able to cover 90% of the concerts so far this season.
- New GTM show – Kevin St.Onge is producing multiple shows about local people and businesses. Initial airing is 7PM Sunday on the GTM public channel.

- School board hybrid Zoom meetings – the school district is also doing hybrid Zoom meetings but has opted to use different equipment. Chris is working with the school as needed.
- Videos and PSAs
 - Ambulance pullover PSA
 - New library operations
 - Ambulance and Fire training – this is for internal use not available to the public
- Department scheduling app – public is now able to schedule appointments with town departments via a Kiosk in the town hall lobby or via the town web site. Web site link is located on the home page.

Policies and Procedures Discussion – no update

Minutes

23 July Minutes approved as presented, Tom moved, Jon 2nd AIF

Upcoming Meeting:

22 October 2020 6 PM via Zoom or in person Town Hall Auditorium

Adjourn:

Meeting adjourned 7:13 PM, Dave moved, Kevin 2nd AIF.

Respectfully submitted: Tom Schmidt