Granite Town Media
Advisory Committee
Meeting Minutes
22 January 2015

Present: Kevin Drew, Kevin Federico, Tim Finan, Don Jalbert, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Joe Kasper

Guests:

Call to Order:
Meeting called to order 6:00 PM

Meeting moved to Police Station Community room due to scheduling conflict.

Minutes
Minutes approved.

Old business
Oval webcam – Comcast has delivered the modem and setup account, waiting for cable to be installed so modem can be located near the camera. This is a separate dedicated Comcast account paid for by GTM specifically for the Oval webcam.

Moving GTM equipment rack from HS to Town Hall - Brian Christiansen (Comcast rep) told Mike they would move equipment for free as required by the franchise agreement. However if we need to move it again there will be a charge. There is a possibility that after Town Hall renovation the GTM equipment rack will have to be relocated. Mike is investigating placement and if it is possible to configure cabling so if a second move is required it will not involve cabling changes.

PSAs

> Library PSA has been delivered. Unfortunately it took much longer than anticipated to deliver the video. Mike agreed to try to be more responsive and do better job providing status feedback.

> Manufacturing
> This is a student produced video. There are issues with overall production quality. Tom requested Mike review it to see if it was appropriate for broadcast on the Education channel.

Additional camera for sports coverage – no update

EZstream caching server – Bruce Dickerson (IT) is in the process of upgrading town server. This should free up an older server to be repurposed as the caching server to improve workflow.

Andrew as community member – Mike has reached out to Andrew via email to see if he is interested in becoming a community member of the committee, has not received a response.

Status of school cameras – several years ago GTM gave each of the three schools a camera. The hope was that they would use the cameras to record interesting events. That has not happened. Tom requested Mike investigate status of camera and get them returned.

Winter Sport Coverage – Coverage of wrestling matches is going well. Still plan to cover skiing.

Elected Official Page – Discussed difficulty maintaining [Elected Official](#) page. Mike's responsibility is overall management of the web site. It is up to individual department heads to either update the web site directly or as a minimum provide Mike with the necessary information. Mike stated Tina Philbrick (Administrative Assistant) is taking responsibility for maintaining Elected Official information.

Policy and Procedure Manual and web site review – Postponed again, Feb meeting will include work session to review web site.

2015 budget – Mike has submitted his budget request. This is for the portion of his time spent on the web site support and consulting fees to add features. GTM revolving fund covers PEG and Web streaming costs.

GTM section of Town Annual Report – Mike is all set writing up the year in review.

New Business

BoS Upgrade
Mike is working up quote to upgrade GTM equipment for BoS meeting room. This has become more urgent due to camera failures. Plan is to increase number of cameras to 5 and changing the location of some of the cameras. Upgrading to new cameras requires purchase of new switcher to handle the HD cameras. Plan is to purchase additional microphones to better cover larger meetings. This will provide one microphone per person, including presenters.

Candidate Forum - Dave Alcox will moderate forum as in previous years.

Town Administrative rep to GTM Advisory Committee – Mark Bender (Town Administrator) needs to appoint a replacement for Andrew Jeffery.

Town and School Deliberative Sessions – As previous years will provide live coverage of both. As an experiment Mike will use two cameras for the Town Deliberative session.

Tagging Video with Agenda Item – Tim asked if it was possible to tag videos with the agenda item under discussion. That makes it easy for someone to find the specific portion of the meeting they are interested, in rather than have to watch the entire meeting. Mike indicated while it is possible it is very labor intensive as meetings often do not follow the agenda precisely.

Discussed if videographers could do the tagging – that is problematic as it is often difficult to determine which agenda item is being discussed and it would be disruptive to have the videographer interact with the meeting chair.

Discussed if Darlene could be used to do the tagging for BoS meetings while she is recording the minutes. This requires a second console at her desk and software to allow two persons to manage the live stream. Decided this was probably not worth the cost and effort.

Upcoming Video projects
Mike mentioned the Fire department is conducting Level 2 Firefighter certification. That should make for an interesting GTM video.

Upcoming Meeting:
26 Febuary 2015 6 PM Board of Selectman Meeting Room

Adjourn:
Meeting adjourned 7:20 PM

Respectfully submitted: Tom Schmidt