



# Granite Town Media

## Advisory Committee

### Meeting Minutes

27 October 2016

**Present:** Dave Alcox, Tim Finan, Lisa Griffiths, Joe Kasper, Mike McInerney, Tom Schmidt, Jon Teger

**Absent:** Kevin Drew, Kevin Federico,

**Guests:**

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

Meeting called to order 7:01 PM

#### **Minutes**

Minutes approved with corrections. Joe Moved, Tom 2<sup>nd</sup> - AIF

#### **New Members**

- Lisa Griffiths was approved at the October 10<sup>th</sup> BoS meeting as a community member.
- Jon Teger is replacing Don Jalbert as the school district representative.
- Mike will check if there are extra GTM shirts available to issue new GTMAC members and videographers. If not he will order more.

#### **2017 Proposed Budget**

- General Fund (web site development and support) proposed 2017 budget is \$14,548 about \$500 less than 2016. Of this \$2,500 is slated for web site enhancements. The [Drupal 8](#) upgrade will be postponed until 2018. Tim asked if there are any Drupal 8 features that enhance the video experience. If so that could be funded by GTM. Mike will research.
- Revolving Fund (GTM operation) budget handout did not include proposed 2017 expenses. Joe, Tim, and Tom asked for a more detailed estimate including salary expenses. Mike will update and send out revised 2017 budget for next meeting.

#### **Expanded Meeting Coverage**

- 1<sup>st</sup> Recycling Committee meeting covered (not yet on EZStream).
- 2016 Town Budget Advisory Committee
- 2016 School Budget Advisory Committee (not yet on EZStream)

#### **Sports Coverage**

- Fewer games covered this school year than last (8-10) due to videographer shortage.

## **Video Projects**

- Lisa and Amy recorded the Pumpkin festival, limited time due to rain. Program is being edited.
- Dave asked about covering the Hampshire Hills Business Expo Nov 5<sup>th</sup>. Mike said it is difficult to create an interesting story. Joe suggested highlighting why this is an event Milford residents should attend.
- Joe asked Lisa if interviewing Milford businesses was something she was interested in doing. She agreed and also talked about covering the hiking trails. Ideally she needs to use the GoPro camera.
- Lisa was approached by NH Public TV (Carla Russel and Schuler Scribner) for a spring program they are doing featuring Milford residents for their Our Home Town series. Lisa suggested GTM record a program about them doing the interviews when they are in town.
- Dave said the high school will be doing a mock election Nov 7 before the general election. Discussed GTM doing “exit interviews” with students. Jon will look into using his students to film and Dave to conduct the interviews.
- Jon provided an overview of the two TV production classes. One of the projects is collaboration with marketing students to film and edit “commercials.” Students are redoing the heroin abuse PSA with Officer Mike Dowd for airing on GTM.
- The Video 1 project to film the Pumpkin Festival did not materialize. Jon shot the festival himself and will have his students edit the material.
- [Library Civil War Statue](#). Water and Sewer Department removed the statue and will do what they can to restore it and the fountain itself. This will be a lengthy endeavor. Due to miscommunication Mike missed filming statue removal. Mike will record the restoration process and work with the Milford Historical Society to develop background information. Tom asked if this can be used to help create a fund raiser video for the restoration process. Mike will follow up at the next meeting.
- Ghost Train Ultra Marathon Race. This year GTM focused on the behind the scene volunteers. Still needs to be edited.

## **Videographer status**

- High school students – currently there is a potential videographer but he is not yet old enough.
- Mike hired Amy Concannon as a part time videographer and editor.
- Joe asked how many videographers we need. Tim asked how many hours per week are scheduled per videographer. We currently have four part time videographers. Mike said individual videographer hours depend on the time of year and how much time they are able to commit.

## **Equipment Upgrades**

- Oval camera – Mike moved the existing Nest web cam to the 4<sup>th</sup> floor along with a dedicated Access Point. Mike noted the camera is being used by WMUR TV. Everything is working fine at the new location. Tom suggested purchasing another camera as a spare. Mike is looking into the NEST outdoor version even though it is used indoors it should be more reliable.

- SDI cabling between the auditorium and BoS rack has been installed and is working. Currently limited to video only. As an interim measure will to add additional cable to transport analog audio. A trouble ticket was opened with the audio mixer manufacturer to resolve the SDI issue but so far have not heard back.
- SDI connection has not been expanded to the Banquet Room.
- BoS audio problems – Microphone was accidentally unplugged.
- Replaced bad cable in BoS rack, this caused loss of video and audio.
- The [Compix](#) system used to add meeting name/date to videos is experiencing intermittent problems. If system fails Mike with replace it with a standard PC and use PowerPoint to title meetings.
- HS rack upgrade project impacted by EZStream decision to go dark Jan 1 2017.

### **EZStream Ending Operations Jan 1**

- Mike received a letter from EZStream stating they are ceasing operation Jan 1, 2017. At that point videos will no longer be available for streaming but they offered to work with us to transfer archived meetings.
- Mike presented a quote from Integrated Solutions Group to implement live streaming of the Education and Government channel and provide video on demand (VoD). We use [Tightrope](#) gear for other functionality (station automation and bulletin board). Total cost is about \$15,500. This includes trade in allowance for EZStream computers, installation, and software upgrade of our existing Tightrope gear.
- New System enables us to either host the videos internally or use a hosting service for an additional \$2,200 per year. Tom and Tim expressed concerns about whether we have enough upload bandwidth to provide this service. Mike stated Bruce D. IT Director thought we do. Tom will follow-up with Bruce.
- The system uses H.264 (MPEG4) so is mobile friendly and platform independent.
- Retrieving videos – There is a script to imports program in batches of 25 to the VoD server from the Tightrope Cablecast SX4 (automation server). Once in the VoD server they are converted to H.264. This means there is no need to retrieve videos directly from EZStream vastly speeding things up and simplifying the process. We currently have almost 800 archived videos on the server. Plan is to begin with the most recent and work our way back through the archive.
- Mike said [Bedford Community Television](#) is using the Tightrope system and is pleased with the system.
- One downside is Video on Demand will not be available until Mike creates the program after the meeting concludes as opposed to today where VoD is available instantly once the meeting ends.
- Mike will schedule a conference call to discuss the technical details prior to the next meeting.

### **Work Item Status**

- Joe asked Mike to provide prioritized work item status at each GTMAC meeting so things we discuss get tracked through to completion.

**Web Site**

- Need to schedule a web site improvement work session. This will be limited to a discussion of the home page due to budget constraints.

**Upcoming Meeting:**

- Normal fourth Thursday meeting date falls on Thanksgiving.
- 17 November 2016 7 PM in the new Town Hall meeting room.

**Adjourn:**

Meeting adjourned 9:12 PM

Respectfully submitted: Tom Schmidt