**Town of Chester**

**PACT Committee Meeting**

**Monday, June 4th, 2018**

**Rangeway Meeting Room**

**Draft Minutes**

**I Preliminaries**

Call the Meeting to Order

Pledge of Allegiance

Roll Call

Chairman’s Additions or Deletions

Public Comment

Approval of Minutes

School Update

Lighting

Backdrop

Part-Time Studio Position Job Description

PACT Policies & Charter

Roundtable
Meeting Adjournment

*1.1 Call to Order*

Joe Castricone, Chairman, called this meeting of the PACT Committee to order at 7:00pm.

*1.2 Pledge of Allegiance*

Chairman Castricone led attendees in the Pledge of Allegiance.

*1.3 Roll Call*

**Members Present:**

 Joseph S. Castricone, Chairman

Stephen D’Angelo, Selectman Liaison

Bob Grimm, Co-Chairman

Karl Knudsen, Secretary

Richard LeBlanc, Treasurer

Terry Traynor

**Members of the Public Present, at Various Times:**

Jack Cannon

Chuck Heuer (arrived 7:03pm)

 Ben Kilar (departed 7:11pm)

 Kim Peterson (departed 7:11pm)

Royal Richardson (departed 7:11pm)

*1.4 Additions or Deletions*

Chairman Castricone added appointments to the Committee and election of officers to New Business.

*1.5 Public Comment*

None.

*1.6 Approval of Minutes*

**Treasurer LeBlanc moved to approve the minutes of 5/19/18 as written; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

**II New Business**

*2.1 Appointments to the PACT Committee & Election of Officials*

Chairman Castricone announced that he is not seeking reappointment to the Committee; he will remain involved as a PACT volunteer.

Treasurer LeBlanc must go before the BOS for reappointment.

Chairman Castricone recommended Mr. Cannon be appointed as a member of the Committee.

Election of officers will take place after July 1st.

**III Old Business**

*3.1 School Update*

Mr. Traynor met with Mr. Kilar at the School and assessed the condition of equipment.

Mr. Traynor noted that the switcher is quite out of date and the portable cameras are not great. Mr. Traynor recommended the School change its request from (2) HD Ready cameras ($1,429/ea) to (4) Raycom 48 MP camcorders ($240/ea).

Mr. Kilar noted that Mr. Traynor’s visit and recommendations were helpful. Mr. Kilar acknowledged that the School is essentially looking for the same things to be done, just over a longer period of time; a “compromise proposal”. Mr. Kilar felt that the place to start was the switcher; maybe the Committee could consider this in their planning for FY 2020/2021.

**Chairman Castricone moved to table this until the other 2 parts of the prior agreement were done; Treasurer LeBlanc seconded the motion.**

Chairman Castricone explained that the 2 missing components were the inventory of PACT equipment at the School and meeting of PACT and the School to develop a unified plan has not yet occurred.

**The vote was three in favor with Secretary Knudsen and Mr. Traynor abstaining; so moved**.

Mr. Kilar, Ms. Peterson, and Mr. Richardson departed the meeting at 7:11pm.

*3.2 Lighting*

The lighting project started Friday; the crew ran into problems (i.e. couldn’t find joists). Mike Oleson came in Monday morning and gave some advice on construction. Rods were hung on 2x10 stringers; Mr. Heuer wondered if the span was too great for 2x10s—Chairman Castricone noted that Mr. Oleson said it was safe.

*3.3 Backdrop*

Mr. Traynor will install the new backdrop tomorrow; Treasurer LeBlanc will be able to assist part of the day.

*3.4 Part-Time Studio Position Job Description*

Co-Chairman Grimm, Mr. Traynor, and Mr. Cannon revised the Part-Time studio position job description.

Notable edits are as follows:

* Under Technical Knowledge, “shooting” was changed to “filming”
* Added: the employee shall follow the Chester Personnel Policy
* Clarified: the employee shall maintain studio resources & the schedule of studio events
* Added: the employee shall ensure coverage of key events such as Town Fair, Town Meeting, public hearings, etc.

The position will be advertised in the Tri Town Times and perhaps other places to be determined; BOS AA Doda will be back in the office Monday and will be asked for assistance.

**Mr. Traynor moved to accept the Part-Time Studio Coordinator job description as amended; Treasurer LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.**

*3.5 PACT Policies & Charter*

Mr. Traynor read the draft PACT Policies & Charter aloud and the Committee discussed amendments.

**Mr. Traynor moved to add, “the Coordinator will be supervised by the PACT Committee and follow its discretion” on page 2, under “Coordinator”; Treasurer LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.**

It was agreed that the list of **1-11 describing the Coordinator’s duties** would be replaced with the amended list from the Part-Time Studio Coordinator job description.

On **page 3, item #3** -- regarding each community member’s right to have a program air at least once – it was agreed to add, “as there is airtime available.”

There was much discussion on what defined advertising, as outlined on **page 3** under **“Statement of Compliance”**. Mr. Heuer wondered if a maple syrup producer, for example, were featured as filler content: would this be considered advertisement? Mr. Traynor felt that the key was whether “the sale of” something was being promoted; much like the guidelines PBS uses. Selectman D’Angelo suggested that the goal was to not compete with Comcast; it would be ok to go through the *process* of making maple syrup. Or, if a clip featured the General Store, it would be acceptable to highlight its presence as a historical landmark. Secretary Knudsen noted that there was a difference between stating “The Chester General Store sells pizza, subs, and milk” and “The Chester General Store sells pizza for $X, subs for $Y, and milk for $Z”; the former being acceptable. Mr. Traynor added that a “call of action” (to make a purchase) was the part that would be considered unacceptable.

Selectman D’Angelo added that there must be neutrality, whether featuring a business or a candidate for office. Mr. Heuer felt that NH Chronicle, for example, starts out simply featuring an operation, but then ends up “salesy”. Selectman D’Angelo suggested asking Comcast to better define all this; Co-Chairman Grimm noted that it’s not up to Comcast – these are FCC guidelines.

Mr. Traynor feared that this boiled down to the station not being able to “show anyone ever if anyone makes a dime”; he wondered if there were any NH RSAs governing any of this. Would the span of acceptable content covered by *Our Town Chester* or *Late Night TV Live* need to be greatly narrowed?

Selectman D’Angelo will research whether any cases have come up challenging this sort of non-compliance.

Regarding **“Sponsorship of Chester Cable TV Programming”**, **page 4**, Chairman Castricone wondered whether this meant that at least 10 residents must support a program before it can be aired. Secretary Knudsen wondered why this was needed and suggested deleting the requirement for sponsorship.

**Chairman Castricone moved to delete the “Sponsorship of Chester Cable TV Programming” section on page 4; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

Regarding **“Scheduling”**, **page 6**, Co-Chairman Grimm suggested deleting “…if notice was given three weeks in advance”; the Committee agreed.

Regarding the first sentence under **“Conduct”**, **page 7** – “When you are out on location for Chester Cable TV, you are a representative of Chester Cable TV” – the following is to be added: “and subject to the rules, policies, and procedures of the Town of Chester according to its policy handbook”.

Mr. Cannon disagreed with the following under **“Conduct”**, **page 7** -- “Your agreement to volunteer for Chester Cable TV during the filming of any government meetings negates your right to participate in said meeting”. The Committee agreed and this line was deleted.

Selectman D’Angelo will provide a copy of the Town of Chester Personnel Policy.

The statement, “No agreements will be honored if not directed through the Coordinator” was clarified to mean that an individual “can’t promise anything while filming”. The following was added to this statement: “Volunteers are not permitted to make any binding commitments on behalf of CCTV”.

Under **“Resolution of Disputes”**, **page 8**, item **1 (a)** shall read, “A complaint must be submitted in writing to the PACT Committee within thirty (30) days after a dispute arises, with a hearing by the next PACT Committee meeting”. Item **2** shall read, “The complaint must be submitted in writing to the Selectmen with a copy forwarded to the PACT Committee”. Item **3** shall read, “After hearing the information regarding the complaint, the Selectmen will take the matter under advisement. The complainant will be informed in writing by the Selectmen”.

*3.6 Roundtable*

**Chairman Castricone moved to recommend Jack Cannon be appointed to the PACT Committee; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

**IV Adjournment**

The next scheduled meeting of the PACT Committee is July 14th, 2018 at 10:00am.

**Treasurer LeBlanc moved to adjourn the meeting; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

The meeting was adjourned at approximately 8:39pm.

Respectfully Submitted,

Caroline Rose Wilson, Recording Secretary