

**Town of Chester
PACT Committee Meeting
Friday, September 1st, 2017
Rangeway Meeting Room
Approved Minutes**

I Preliminaries

Call the Meeting to Order
Pledge of Allegiance
Roll Call
Chairman's Additions or Deletions
Public Comment (10 Minutes)
Old Business
New Business
Roundtable
Meeting Adjournment

1.1 Call to Order

Joe Castricone, Chairman, called this meeting of the PACT Committee to order at 6:30pm.

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 (departed 8:37pm)
Karl Knudsen, Secretary
Richard J. LeBlanc, Treasurer
Terry Traynor

Others Present:

Chuck Heuer (arrived 6:41pm)
Ben Kilar, Chester Academy Director of Technology
Kim Peterson, Chester School Board Liaison

1.4 Additions or Deletions

None.

1.5 Public Comment

None.

1.6 Report from Richard LeBlanc, Treasurer

Mr. LeBlanc noted that on July 1st, 2017, the account's balance was \$14,577. \$7,293.57 was spent for PACT's share of the TelView expense. The FY 2016/2017 account balance has been zeroed out. A couple of items were purchased from Lowe's; and \$1,500 was expended for Broadlink.

Ms. Peterson asked for more information on PACT fund accounting. Mr. LeBlanc explained that Bookkeeper Duffy regularly sends detailed account reports. Remaining monies stay in the account until Town Meeting, where the Townspeople may vote to release funds on proposed expenditures. Mr. D'Angelo noted that 3 or more Selectmen's signatures are required before a check can be issued; and funds are to be expended for PACT use only.

II Old Business

2.1 Programs

Chairman Castricone noted that the Class Night and 8th Grade Promotion Ceremony programs are done and ready to air. The Busche Academy students have departed; Mr. Lei Wang has asked for a list of PACT needs. Chairman Castricone plans to create a section on Video On Demand dedicated to Busche Academy programs. Library Pet Night is not edited yet; Remembering When: Part II is also in the works.

2.2 Projects

2.2.1 Emergency Broadcast System (EBS) -- Fire Department

Chairman Castricone explained that the equipment is in, and PACT received the invoice for half the expense of the modulators, demodulators, and camera. The project will be completed once Comcast does the wiring. It was reiterated that the EBS will be able to interrupt all 3 channels once it's up and running. Chairman Castricone will meet with Fire Chief Bolduc to discuss further.

Ms. Peterson mentioned that the School has its own Emergency Planning protocols in place, but she will also inform the School Board of this EBS in the works. Chairman Castricone felt that the School should decide how they respond internally to emergencies; but that the EBS is slated for completion by October. There are currently no means integrating the EBS with the School's emergency protocols; Mr. Grimm suggested having a television tuned to channel 21 or 22 on in the Administration Office.

2.2.2 Cabling to MPR

Chairman Castricone explained that the cabling to the MPR needs to be replaced, but it would be ideal not to take on this task in the cold weather. Mr. D'Angelo suggested enlisting the County Trustees; Chairman Castricone didn't feel that would be necessary as it is a 4-person job at the most. The old wires simply need to be pulled out and replaced with new ones. Chairman Castricone, Mr. LeBlanc, Mr. Knudsen, and Mr. Traynor will plan to take care of this on an upcoming Friday afternoon.

2.2.3 Cabling to Meeting Room

This project can be done in the Winter, Chairman Castricone will start preparing supplies. 3 remote-control cameras will be installed in the Meeting Room on a Saturday or Sunday in early November. This will allow someone in the Studio to zoom in or add titles while meetings are in session.

2.2.4 Video On Demand (VOD) System

The VOD System is up and running, and new videos are continuously added. Chairman Castricone explained that although videos are kept by PACT on a hard drive permanently, the Committee needs to decide how long to offer meeting videos on demand. There was much discussion on this matter.

Mr. Traynor suggested offering videos for 2 weeks; whereas Mr. D'Angelo felt that for some Land Use or Budgeting matters, a meeting may be pertinent for ~2 years. Mr. Kilar wondered if there was a technical reason to limit the span of time a video is offered on demand; Chairman Castricone answered that there was not, but that having too many videos on demand can make it difficult to find a particular video.

It was agreed that each Board, Commission and Committee should be invited to give feedback on how long they'd like to have their videos be offered on demand. Chairman Castricone reminded that *none* of the meeting videos produced are to be considered official; while Mr. D'Angelo opined that meeting videos are a reference superior to meeting minutes. Additionally, Mr. D'Angelo advised that if a judge requests videos be turned over for litigation purposes, it would be wise to oblige.

Ms. Peterson suggested adding a notice for those browsing the VOD site that, if the video one is searching for is not currently on demand, it may be requested. Mr. Kilar mentioned that VOD can be regarded as its own "cloud," and is another layer of backup for data. Mr. Grimm wondered why there couldn't just be an archive section on the VOD page.

Mr. LeBlanc moved to approach each Committee, Commission, and Board in Town to see how long each wishes to keep meeting videos available on demand; Mr. Traynor seconded the motion.

Mr. Heuer felt that, although this seems to be the right thing to do, he's not sure the implications will be fully understood by the various boards. Chairman Castricone noted that an explanation would be sent along with an offer for Chairman Castricone to attend each group's upcoming meeting to discuss. Mr. Knudsen wondered if this decision could be put off until further information could be gathered. Mr. Kilar suggested that some feedback could be received that the PACT Committee may not be prepared for; such as a group requesting all their videos past a certain age be deleted permanently. Chairman Castricone was not aware of any laws governing video retention. Mr. D'Angelo suggested running this proposition by Town Counsel before deleting anything. Mr. D'Angelo also felt that as long as the status quo wasn't costing the Town anything, it needn't be worried about until, say, 1/3 of the capacity is met on VOD.

Chairman Castricone called the question. The vote was unanimous in the affirmative; so moved.

2.2.5 Video Live

Chairman Castricone noted that Channels 20 & 21 are up and running with both audio and video; however, Channel 22 has been reset with the aim of restoring audio. Viewers may access live video by visiting chesternh.org, clicking the PACT page, then clicking the blue link to watch live.

2.2.6 School Video & Audio

Chairman Castricone asked whether the School is still interested in the available camera and mixer. Mr. Kilar and Ms. Peterson wanted to know what the long-term plan was; and noted that the School had its own vision. Mr. Kilar hoped that no expensive equipment had been purchased prematurely; Chairman Castricone noted that no equipment was expressly purchased for this project; but rather, existing equipment would be repurposed should the School wish to move forward. Mr. Kilar wondered if the project could be postponed; Mr. D'Angelo reminded that it's too late in this budget cycle—next budget cycle is the time to change plans. Mr. Kilar felt that it would be foolish for PACT to expend resources if the school isn't fully on board and there is no burning need. Mr. LeBlanc reminded that when this was initially proposed, it was fine at the time; and Chairman Castricone had sent the School a letter stating PACT's intentions.

Mr. Kilar felt it would be best to hold off until the next PACT meeting so that everyone may understand what the full plan is--if no money is being spent, it won't hurt to wait. Mr. Kilar also mentioned that the School currently uses 2 cameras and digital content (slides), and that less-advanced equipment will probably not be wanted. Ms. Peterson assured that the School looks to PACT as its supplier for TV and on-demand; the efforts of PACT are greatly appreciated. Chairman Castricone suggested the School tell PACT what it ultimately wants to do, and if PACT can help, they will. Mr. LeBlanc clarified that PACT doesn't give the School money; Live View is funded in equal thirds by PACT, the Town, and the School. Chairman Castricone asked if the Principal had any feedback regarding the plan PACT sent; Mr. Kilar advised waiting a few weeks (as school just started) before asking again. It was noted that the school sends a newsletter the 3rd Friday of the month.

Chairman Castricone presented the basic premise of his concept for a program to be called "The Voice of Chester Academy." Basically, students would have the opportunity to produce a 30-minute program featuring their perspectives on a variety of topics. The School would design the program, and PACT would provide assistance as needed. Ms. Peterson thought this was a great idea; analogous to UNH's collaboration with Channel 11.

Ms. Peterson introduced a form she created to help PACT & the School collaborate more effectively and distributed copies to the Committee. Activity, date & time, resources needed, location, and priority are to be indicated by the party submitting the form. Ms. Peterson asked what PACT filmed last year so that she may submit it to the Principal & Vice Principal for their feedback for programming moving forward; Chairman Castricone will provide a list. Chairman Castricone also suggested Ms. Peterson speak with Heather Harrington, President of the PTA, about training volunteers to use cameras. It was noted that the Tightrope system only allows 30-minute playback; any programs greater than 30 minutes must be produced in multiple parts.

Ms. Peterson encouraged PACT to advertise what they do, so that the public is aware of the great resources they offer. Ms. Peterson suggested utilizing the Tri-Town Times, the Town Sign in front of Stevens Hall, and the School newsletter. Chairman Castricone agreed, and explained that marketing is one of the biggest challenges the PACT committee faces. It was noted that the Library actively promotes PACT. Chairman Castricone felt that if the School is to publish anything about PACT, it would only be about School programming. Mr. Heuer suggested PACT present something to the PTA; Ms. Peterson agreed and thought that this would be best done at a PTA event (as opposed to a PTA meeting, where attendance is relatively lower.)

Mr. D'Angelo reminded that PACT Committee members – who are unpaid volunteers -- are completely responsible for getting everything done at the station; and they do an outstanding job. Whether a Part-

Time studio person is brought in or not, collaboration with the School will still place additional demands on PACT.

III New Business

3.1 Programs

3.1.1 Town Fair

Chairman Castricone felt that it would have been ideal for PACT to have gotten a booth to advertise at Town Fair, but it's now too late to do so. The PACT committee is going to see about getting a drone; Mr. D'Angelo knows someone who may be able to help with this. Chairman Castricone explained some of his ideas to improve the way this year's Fair is filmed. The Beatles tribute band, *HELP!*, is going to use some of the studio's lighting equipment on stage. Maintenance Supervisor Amato will arrange for a scissor lift to be placed in the Basketball Court so that the fireworks can be filmed from the top.

3.2 Studio Logs

Mr. Knudsen explained that log sheets are in the studio and that anyone spending any time on PACT business must make note on the log. The data will then be entered into a spreadsheet; the exact format to be determined. Chairman Castricone urged PACT members to log all their time; Mr. D'Angelo emphasized how important it is to demonstrate the breadth of work being done, especially come budget season. Mr. Knudsen mentioned that Chairman Castricone puts in an average of 30 hours per week for PACT, for example.

3.3 Policies & Mission Statement

Chairman Castricone encouraged members to consider what they might like to see become official policies for PACT. The Cable Communications Policy Act of 1984 is currently the only act that pertains to PACT in a regulatory sense. Previously, Mr. Traynor provided Chairman Castricone an example of an employee handbook, which may serve as a suitable template. Ms. Peterson suggested using the School's policies as a model. Mr. Traynor volunteered to begin the process of composing a Mission Statement for PACT.

3.4 Increasing Franchise Fees / Part-Time Studio Person

For 20 years, PACT's franchise fee rate has been 1% -- this is one of the lowest fee rates in the area. Chairman Castricone asked members their thoughts on what the rate should be. Mr. D'Angelo suggested creating a budget first to justify the need for a fee increase. For this initial discussion, members suggested total fee rates as follows: Mr. LeBlanc – 2 or 2.5%; Mr. Traynor – 3%; Mr. Knudsen – 2 or 3%; Chairman Castricone – 2%. Chairman Castricone anticipates that a 2% franchise fee would cover a Part-Time studio person, but it was noted that taking the initiative to increase the franchise fee to cover such a position is seen by some as Selectmen's business. In speaking with the Finance department on this, Chairman Castricone learned that determining the annual cost of the proposed 20 hours per week at a rate of \$20/hour is not cut and dry.

Mr. Heuer doesn't want to see taxes increased, but PACT funds do provide capital funds for cameras, etc. Mr. Heuer is not in favor of using PACT monies for operating costs. Chairman Castricone felt that

the upside of using PACT funds is that it's less political; Mr. LeBlanc agreed. Mr. Traynor did a quick calculation and saw that the annual salary of the Part-Time studio person would be at least \$20,800 (not including any benefits, deductions, etc.) – and felt the franchise fee must be at least 3%. Mr. D'Angelo again urged the Committee to compose a budget by November.

Chairman Castricone mentioned that PACT has given the Town 2 more stations online this year; therefore PACT is giving the Town more, not asking for more. Ms. Peterson suggested finding out what citizens want and whether they'd be willing to pay a fee for it. Mr. D'Angelo thought it would be appropriate to gather more information by offering a survey at Town Fair. It was noted that the current 1% franchise fee shows up as a \$.95 charge on subscribers' monthly Comcast bill.

IV Roundtable

Mr. Knudsen remarked that, at a recent BOS meeting, Selectman Cannon (who attended remotely via telephone) sounded clearer than those physically present at the table. Perhaps the microphones in the Meeting Room could be adjusted.

V Adjournment

The next scheduled meeting of the PACT Committee is to be determined.

Chairman Castricone moved to adjourn the meeting; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 8:57pm.

Respectfully Submitted,

Caroline Rose Wilson
Recording Secretary