

**Town of Chester
PACT Committee Meeting
Saturday, February 3rd, 2018
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)
Treasurer's Report
Approval of Minutes
Presentation of Budget for Warrant
Cable Channel Programming
School Request
Policies
Roundtable
Meeting Adjournment

1.1 Call to Order

Joe Castricone, Chairman, called this meeting of the PACT Committee to order at 10:03am.

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 (departed 11:00am)

1.4 Additions or Deletions

Chairman Castricone proposed a non-public session under reputation and policies.

1.5 Public Comment

None.

1.6 Treasurer's Report

Treasurer LeBlanc noted that there is a balance of \$5,354.42 in the budget. The current PACT fund total is \$42,432.00.

II Old Business

2.1 Approval of Minutes: PACT Meeting of January 21st, 2018

Corrections to the minutes of January 21st, 2018 were emailed to the Recording Secretary and have since been made. Line 81: 11pm should be 10pm. Line 123: Game Control Setup should be Gain Control Setup. Line 147: TriCaster should be Ultra Nexus. Line 157: 11:20pm should be 11:20am.

Chairman Castricone moved to approve the minutes of January 21st, 2018 as amended; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.

2.2 Presentation of Budget for Warrant

The Committee discussed how to approach this month's budget meeting with the BOS. Mr. Traynor, Mr. Knudsen, and Mr. Grimm plan on collaborating on the presentation; actual format to be determined. Should a brief video montage be produced, highlighting program content and utilization of technology? Too short a presentation may not do the trick; too drawn-out could cause the audience to lose interest. Mr. D'Angelo encouraged the Committee to demonstrate all the volunteer time and effort that goes into the final product; this is often taken for granted.

Chairman Castricone received an email asking when a certain program would be airing. This showed that many do not realize that the station is completely volunteer-run; things can't simply be done instantaneously. Mr. D'Angelo thought it would be great if primarily Mr. Traynor presents to the BOS; it is refreshing to see a younger person so involved. Chairman Castricone and Mr. Traynor will get together this week to work on the budget presentation.

Chairman Castricone explained that the budget request will include a \$1,200 RDL Automatic Gain Control for the School / Channel 22 for audio consistency (Channels 20 & 21 already have this). A part-time studio employee for 20 hours per week at \$20/hr. is being requested at \$22,391.20. Mr. Traynor felt this figure wasn't that much; Mr. D'Angelo noted that it was the actual creation of a position that would likely cause controversy. Mr. D'Angelo urged that the Committee clearly present the purpose to be served by the studio employee; including managing volunteers, and performing tasks that the volunteers can't.

III New Business

3.1 Channel 20 Programming

Co-Chairman Grimm suggested broadcasting the center of Town from approximately 5:30am-8:00am; viewers wish to watch the traffic at this time, especially during inclement weather. Others felt that Channel 20 should have a full programming schedule and that the center of Town was simply filler. Co-Chairman Grimm suggested using consistent time slots for the various Board, Committee, and Commission meetings aired. Perhaps a programming calendar could be displayed for 1 minute after each program. Chairman Castricone will work with Mr. Heuer on programming and will email the Committee once a plan has been created.

3.2 Channel 21 Programming

Due to Mr. Traynor's schedule, *Late Night TV Live* has taken a hiatus. Mr. Traynor hopes to produce a new show at a different time slot which will be community-oriented and family-friendly.

Chairman Castricone felt that athletics should be aired on Channel 21; Co-Chairman Grimm reasoned that since the teams are from Chester Academy that the games should air on Channel 22. It was decided that both channels are appropriate for such programs.

Chairman Castricone recorded the Auburn Girls' Basketball semi-final game last week; the program is available on-demand. The Auburn principal thanked Chairman Castricone via email and commented on the high quality of the video. An Auburn player's parent, also grateful, requested a copy of the video from the Station. The Committee discussed their reservations with fulfilling this request. Whose thumb drive or DVD would be used? What would the expense be; and could a fee be charged as a "donation" to the Station? Many parents are very sensitive about their children being videotaped. Although it was noted that a viewer could potentially create its own copy via DVR; the difference is that the Station makes itself liable if it produces a copy. It was agreed that the Station does not want to set such a precedent, and a policy governing this needs to be implemented. Chairman Castricone will email a link to the video on-demand and will inform the requestor that the Station does not produce copies at this time.

3.3 Channel 22 Programming

Co-Chairman Grimm noted that the following programs are now being broadcast on Channel 22: Little Iguana, School Board Meeting, Derry Fire Department's Presentation on Narcan, Pinkerton Academy: Behind the Curtain, NASA X, Tech Throwback, Garage X. A NASA Mars program is in the process of being downloaded. This has been announced on facebook. Mr. D'Angelo suggested emailing residents to notify of programs; however there is no real Town resident email distribution list. Penny Williams previously informed Chairman Castricone that the Tri-Town Times would publish the stations' schedules if emailed to the paper.

3.4 School Request

There has been recent email communication regarding programming and the budget from School Board Liaison, Kim Peterson and Chester Academy's Technology Director, Ben Kilar (respectively). Please see **Appendices A & B**.

There have been no face-to-face conversations with any representatives from the School / School Board since the emails have been received; the Committee discussed possible responses to the emails.

The Committee felt that the intent of Public Access Cable Television is missed by the School in current and previous requests for secure, digital, web-based broadcasts for School programs only.

The Committee agreed to allow Co-Chairman Grimm to respond to Mr. Kilar's email with an explanation that Channel 22 is for educational purposes and is not limited to Chester Academy content; nor is it "owned" by the Academy.

Chairman Castricone moved that Co-Chairman Grimm respond to Ms. Peterson's email as discussed; Treasurer LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.

Co-Chairman Grimm will email the School Board requesting to attend the March School Board meeting.

3.5 Policies

Chairman Castricone shared an old hand-typed copy of the Chester Channel 51 Policies Manual. This has been scanned and will be emailed to the Committee. Among other things, it will be important to get forms (such as volunteer liability) straightened out.

Once budget season is over, Mr. D'Angelo plans to return to the project of revamping the Town's Policies and Procedures Manual. He would like to see PACT's Policies incorporated into this. Mr. D'Angelo felt there is a widespread lack of clarity on roles within the Town.

Once complete, Co-Chairman Grimm suggested that the PACT Policies be placed on a PACT website as nearby stations have done (Manchester, Nashua, Derry, etc.) Chairman Castricone explained that the BOS have a policy that Town departments are not allowed their own websites.

IV Roundtable

Secretary LeBlanc observed that 2 retired copy machines have been put in the Rangeway Meeting Room; this is not a storage room, these should be moved.

Mr. D'Angelo remarked that morning cartoons were a rarity these days--could the Station find some to air? Chairman Castricone will check with the Library as they have certain permissions.

Chairman Castricone noted that Channel 20 provides ~70% of the Station's content; with Channel 21 at ~29% and Channel 22 at ~1%.

Secretary Knudsen wondered whether the increase in the franchise fee would be effective immediately or if the terms of the Renewal Agreement (valid through 2024) would impede this. Chairman Castricone is awaiting an answer to this from Comcast.

V Adjournment

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

Co-Chairman Grimm moved to adjourn the meeting; Mr. LeBlanc seconded the motion. The vote was four in favor with Mr. Traynor having departed; so moved.

The meeting was adjourned at 11:28am.

Respectfully Submitted,

Caroline Rose Wilson
Recording Secretary

Appendix A

From: Peterson, Kim <petersonk@chesteracademy.org>
Sent: Thursday, January 25, 2018 3:41 PM
To: Joe Castricone; Kilar, Benjamin
Cc: richsfarm@gsinet.net; Karl Knudsen; Terry Traynor; Robert Grimm; carolinewilson@gsinet.net; Chuck Heuer; sld.chesternh275@gmail.com; kampeterson@comcast.net; Royal Richardson; Darrell Lockwood
Subject: Re: PACT meeting Saturday Jan 20, 2018

Joe, Bob, Terry, Karl, Chuck and Richard,

When Ben and I met with you at your September PACT, we indicated that intended to devise a strategic video plan for Chester Academy and PACT. Over the course of the last few months Ben and I have invested a tremendous amount of time and effort conducting primary and secondary research as well as obtaining competitive quotes on new equipment. As mentioned in September the equipment needs elucidated in the plan were driven by our customers' needs or those of students, parents and all other Chester residents. In order to be successful, it is important to, at a minimum meet the needs of our customers but, preferably exceed our customers' needs.

Since it is unclear if we will have the opportunity to present the plan to you, I am outlining our equipment needs to be funded by franchise fee funds pursuant to the 2014 to 2024 Board of Selectmen Town of Chester/Comcast Franchise Renewal Agreement.

We are requesting that this equipment be ordered FY17/18 so that we can hit our action plan milestones commencing in FY18/19. Additionally, any delay may result in equipment price increases.

Vendor: B&H

1x BlackMagic ATEM HD Switcher \$909,

1x SDI to ANALOG - MINI CONVERTER \$175,

2x PTZOPTICS 12X OPZM FHD CVBS IP STRMNG 72.5DEG-WT \$1,429

1x JVC GY-HM170 w/ Shotgun Mic \$1,195

Total Cost \$5,137.

It is important to note that this in place equipment only minimally meets the needs of our customers it does not exceed them.

We would also like to hear back from you regarding what the road map for high definition broadcast looks like for CETV 22.

Kim

Appendix B

Bob Grimm

Chester PACT Co-Chairman

On January 30, 2018 at 3:28 PM "Kilar, Benjamin" <kilarb@chesteracademy.org> wrote:
Hi Bob,

Last night, a member of the staff asked me to check in on the budget hearing on ch20. While I was on the PACT site anyway, I checked on ch22 and was surprised to see two guys beating (with a hammer) on an old truck... (they were trying to remove the brake drum...) They did not seem to have any association with Chester School District or even Pinkerton Academy...

Can you give me some information about what I was seeing?

Thanks!

Benjamin Kilar
Technology Director
Chester Academy, Chester, NH
kilarb@chesteracademy.org
603-887-3621x215