**MINUTES CHESTER PACT COMMITTEE**

The Saturday, July 14, 2018 Meeting of the Chester PACT Committee took place at the Rangeway Meeting Room. Vice Chairman Robert Grimm called the meeting to order at 10:05 AM. The Pledge of Allegiance was recited. In attendance were Vice Chairman Robert Grimm, Treasurer Rich LeBlanc, Secretary Karl Knudsen, Committee member Jack Cannon, Selectman Liaison [Steve D'Angelo](https://connect.xfinity.com/appsuite/). PACT Volunteers Joe Castricone and Charles Heuer. Absent were Committee Member Terry Traynor, School Board Liaison Mike Romick, and Minute Taker [Caroline Wilson](https://connect.xfinity.com/appsuite/).

**Re-Organization of Board** – Vice Chairman Grimm turned the meeting over to Mr. [D'Angelo](https://connect.xfinity.com/appsuite/) to accept nomination for Chairman. **Mr. D'Angelo nominated Robert Grimm as Chair. Mr. Knudsen seconded nomination. No other names brought forth. Vote was 4-0 to have Mr. Grimm be the Chairman. with Mr. Grimm abstaining.**

Vice Chairman – **Mr. D'Angelo nominated Jack Cannon to be Vice Chairman. Second by Mr. Knudsen, no other nominations. Vote 4-0 to have Mr. Cannon be the Vice Chairman rwith Mr. Cannon abstaining.**

Treasurer – **Mr. D'Angelo nominated Mr. LeBlanc as Treasurer. Second by Mr. Cannon. No other nominations. Mr. Cannon asked what the role of the Treasurer was. Role was described by Mr. LeBlanc. Vote to 4-0 to have Mr. LeBlanc be the Treasurer with Mr. LeBlanc abstaining.**

Secretary – **Mr. D'Angelo nominated Mr. Knudsen as Secretary. Second by Mr. LeBlanc. No other nominations. Vote was 4-0 to have Mr. Knudsen be Secretary with Mr. Knudsen abstaining.**

Meeting turned over to Chairman Grimm.

**There were no Additions or Deletions**

Chairman Grimm asked for a motion to approve the minutes from the May 19, 2018 Meeting. Motion made by Mr. Cannon to accept the minutes and second by Mr. LeBlanc. Vote 5-0 to accept the May minutes as submitted.

**There was no New Business**

**Old Business**

1. **Budget balance/purchases** close out 2017-2018 Budget – Mr. LeBlanc reported he has to get with the Town Book Keeper to get the final numbers for the 2017-2018 year.
2. **School Plan Update** – Chairman Grimm gave an update on the school.
3. New School Board Liaison is Mike Romick.
4. The Inventory at Chester Academy was completed on July 9th. Retrieved some old not used equipment. Reviewing list found one camera not at school. It was purchased in 2003 and it is assumed that someone at the school discarded it when it malfunctioned.
5. The Video Switcher was replaced on June 1, 2018
6. On July 9th tested Video cameras for Board meetings, found connection wires loose at controller. Also worked with our consultant Greg Hall to fix a Video jitter issue on the feed from the school. Set levels at the studio on the demod and after testing determined that the Mod at the school maybe inserting a bad signal to system. Mr. Hall will get a replacement at least before next School Board Meeting on August 22nd.
7. There also may be an issue with the scan converter the school has connected to the PC that is displaying the School Logo. The school is also exploring a different way to display their presentations from a laptop to a wireless adaptor connected to a TV. Of course, this would change the way the presentations would get to the video switcher. Mr. Hall will get another unit and test as well.
8. The SAU is working with the Chester Educational Association (Union) to add a position for the AV club – should have an update at the August 22nd meeting.
9. Chairman Grimm did some research and found a camcorder that records on a SD card that will play off camera or card. This unit comes with a shotgun microphone. Added a 6ft Microphone cable that will allow a stick mic for interviews. A Camera Bag and a Tripod with bag. Total Price is under $300 thru Amazon. Chairman Grimm suggested the PACT purchase the camera and accessories but hold off until School Board has their answer. Feeling is this would be a start for them. Also suggested that Chester PACT would except at least one hour a month or programming from this.
10. Questions and concerns were sent to School Board liaison Mr. Romick. Still questions on what editing program the school will use and if the PACT can get their videos from the Google cloud.
11. **Part Time Hire Update** on Process – Chairman Grimm updated the Committee that the Job Vacancy has been posted on the Chester Web site, the NHCCM web Site and NH Association of Broadcasters. The deadline is Saturday, July 28, 2018 and a request to hold a meeting on Monday July 30th to review candidate(s), interview and possibly hire. To this date there have been no resumes received.
12. **Final Approval of Policies** – Chairman Grimm asked the Committee if there were no additions or deletions then then a motion to accept the Policies and Procedures was needed. There were no additions or corrections.

**Mr. LeBlanc made a motion to accept the Policies and Procedures as submitted. Second by Mr. Knudsen. No further discussion. Chairman Grimm asked for a vote on motion. Passed 5-0.**

Chairman Grimm will present the Policies and Procedures to the Board of Selectmen**.**

1. **Programming** – Volunteer Castricone updated the committee on the Live broadcast with Terry. There is now a sponsor – G&P Pizzeria who is providing two pizzas for the crew. There is short sponsor video airing within the show. Mr. Castricone also said he has produced a new show with the cook from G&P demonstrating cooking techniques and meals.
2. **Cabling to MPR** – Chairman Grimm asked Steve D'Angelo if there was an update regarding the piping needed at the MPR and Studio to run the new cables into the MPR. Steve D'Angelo said the town just hired a new maintenance person and asked to have a written work order submitted. Chairman Grimm will do that this week.
3. **Cabling to Meeting Room** - TBD
4. **Overhead Lighting** – Mr. Castricone said he ordered the reaming parts and cabling he needed for the lighting. Mr. Traynor needs to finish putting the ceiling tiles back in place.

**Roundtable –** Chairman Grimm informed the Committee that the Tri Caster is having issues with its Video outputs, only one of 3 are working properly. He asked the committee to have the unit sent out to Access AV and Tri Caster to be repaired. It was also discussed about doing a software update on the unit as well. The repair cost of the unit is unknown but the software upgrade is $2,000.

**Motion made by Mr. LeBlanc to have unit repaired and upgraded. Motion Second by Mr. Knudsen. No further discussion. Chairman Grimm asked for vote to repair and upgrade the unit. Motion carried 5-0**

**Adjournment –** Motion request to adjourn meeting by Chairman Grimm.

**Mr. Cannon made Motion to adjourn, Second by Mr. LeBlanc. No discussion. Vote on motion was 5-0.**

**Meeting adjourned at 10:40 AM on July 14, 2018.**

**Minutes Respectfully submitted by**

**Robert Grimm**

**Chairman CHESTER PACT**