

# Town of Chester – PACT Committee Meeting – June 5. 2019

## APPROVED Minutes

### Town of Chester PACT Committee Meeting Wednesday, JUNE 5, 2019 Rangeway Meeting Room

#### **I Preliminaries**

##### *1.1 Call to Order*

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 7:01pm.

##### *1.2 Pledge of Allegiance*

Chairman Grimm led attendees in the Pledge of Allegiance.

##### *1.3 Roll Call*

#### **Members Present:**

Bob Grimm, Chairman  
Karl Knudsen, Secretary  
Chuck Heuer Treasurer  
Stephen D'Angelo, Selectman Liaison  
Briana Demers, PACT Coordinator

#### **Member Absent:**

Mike Romick, School Board Liaison  
Jack Cannon, Vice Chair

##### **1.4 Approval of Minutes April 10, 2019.**

**Secretary Knudsen made a motion to approve the minutes from April 10, 2019 as presented. Motion second by Mr. Heuer. NO Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative 4-0.**

#### **II. Committee Re-Organization**

**Chair Grimm turned the meeting over to Liaison D'Angelo for re-organization of the Committee. Liaison D'Angelo asked for nomination for Chair. Mr. Knudsen nominated Bob Grimm, Second by Mr. Heuer. No further nominations. Liaison D'Angelo asked for a vote committee voted 3-0 to have Mr. Grimm be chair of committee.**

**Chair Grimm accepted nominations for Vice Chair. Mr. Knudsen nominated Jack Cannon as Vice Chair. No other nominations. Mr. Cannon was voted Vice Chair 4-0.**

#### **III. REPORTS**

##### **a. Producer's Report Chair Grimm**

1. Recently Produced shows and recorded shows –  
Town Meeting, Wason Pond Pounder, PA Capital Campaign, Memorial Day

## Town of Chester – PACT Committee Meeting – June 5. 2019

### APPROVED Minutes

2. Upcoming Shows CA Class Night Thursday, June 13<sup>th</sup> at MPR and CA Promotion Ceremony Saturday June 15<sup>th</sup>

b. PACT Coordinator Ms. Demers

1. Equipment Purchase requests – Ms. Demers present the committee with a list of equipment purchases that should be made by end of Fiscal year 2019. The list includes two video racks; BirdDog equipment; 5 Birddog cameras – 1 for BOS, one for Rangeway meetings, 3 for Studio.MPR; replacement PACT control and PACT PC, one laptop PC. The items on the list were presented in the upcoming 2019-20 budget but since there is a dire need to upgrade the servers and playback systems with the PACT and that the funds are available the items should be purchased now. The total requested amount is \$20,213.00.

Discussion followed.

**Secretary Knudsen made a motion to approve the list of items to purchase by the end of June 2019.**

**Motion second by Mr. Heuer. NO Discussion. Chair Grimm called for a vote on the motion. The vote was 3-0 in the affirmative with Liaison D'Angelo abstaining.**

2. Update on new Playback and Announcement system – Ms. Demers presented the system to replace the Nexus and Tightrope system. The system is a one vendor system with Tightrope that will manage all three channels and work with the On Demand and streaming system PACT is also providing. The system price is roughly \$54,545.00 which includes installation and wire running to the BOS room, MPR and studio.

Discussion followed on how to purchase the new system and if it was needed now or later. Some members felt that the system not only benefits Comcast subscribers but anyone who accesses the On-Demand system and the upgrade benefits all town folks of Chester that an option may be to ask for the Board of Selectmen to incur the funds. It was agreed upon to go before the Selectmen and see if any funds can be incurred from the 208-2019 budget or if any other options will work since PACT cannot take out a loan or do a multi-year lease,

3. Volunteer Training will be trying for another date in the near future and is planning on meeting with the Seniors at the Senior center later this month.

c. Treasurer Report Chair Grimm

Reported that several purchases have been made since last meeting. Town Finance director in process of update the account to reflect expense paid and franchise fees received.

d. Operations Manager's Report Mr. Heuer

1. Update on Studio Equipment Issues – since last meeting an issue has been identified with the Cadco Demod that receives the signal from Chester Academy. Trouble shooting has the system working but the process to find a replacement unit is ongoing. The Demods are no longer being manufactured so the search is on for a used one.
2. Monitoring of incoming and outgoing signals – system is in place and working out very well.
3. Electric Update thru Town resources – the issue for updating the electric circuits in the PACT location is ongoing. Major issue is that there is not enough Power coming into Town Hall on the current system. Board of Selectmen Liaison Steph Landau is working with electricians on what is needed and pricing.

# Town of Chester – PACT Committee Meeting – June 5. 2019

## APPROVED Minutes

### **III. OLD BUSINESS -- Update on Old Equipment BOS Approval**

Chair Grimm said the BOS gave approval to dispose of the old equipment after making an attempt to sell it or have towns folk make a donation to some items. So far there has been no interest, the list can be found on the Town Website and will stay up through the summer.

### **IV. NEW BUSINESS**

- a. Recording Volunteer Hours = Chair Grimm asked it was beneficial to continue to record volunteer hours.

Discussion followed and it was felt that hours should still be kept.

### **V. POLICIES and PROCEDURES**

- a. none

### **VI. ROUNDTABLE –**

### **VII. NON-PUBLIC – None**

### **VII. Anticipation of Next Meeting – Wednesday, July 17, 2019 7:00 pm**

### **VIII. ADJOURNMENT**

**Motion made by Secretary Knudsen to adjourn the meeting. Second by Mr. Heuer. No Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.**

The meeting was adjourned at 9:30 pm.

Respectfully Submitted,

Robert Grimm  
Chair  
Chester PACT  
June 7, 2019