

Town of Chester – PACT Committee Meeting – July 14, 2020
APPROVED Minutes

**Town of Chester
PACT Committee Meeting
Tuesday, July 14, 2020
ZOOM Meeting**

I Preliminaries

1.1 Call to Order

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 6:08 pm on ZOOM

1.2 Pledge of Allegiance

Chairman Grimm led attendees in the Pledge of Allegiance.

1.3 Roll Call

Members Present:

Bob Grimm, Chair
Jack Cannon, Vice Chair
Stephen D'Angelo, Selectman Liaison joined ZOOM Meeting at 6:14 PM
Karl Knudsen, Secretary
Royal Richardson, School District Liaison
Briana Demers, PACT Coordinator

Public Present:

None

1.4 Approval of Minutes January 24, 2020.

Vice Chair Cannon made a motion to approve the minutes from January 24, 2020 as presented. Motion second by Secretary Knudsen. NO Discussion. Chair Grimm called for a vote on the motion. The vote was 4-0 in the affirmative.

II. REORGANIZATION OF COMMITTEE

Chair Grimm turned the meeting over to Mr. Richardson to re-organize the committee.

1. Chair

Mr. Richardson entertained nomination for PACT Chair. **Vice-Chair Cannon nominated Mr. Grimm. Secretary Knudsen second the nomination. Mr. Grimm accepted the nomination. Mr. Richardson asked if there were any other nominations, seeing none brought Mr. Grimm's name forward to a vote. Voice Vote in affirmative by Vice Chair Cannon, Secretary Knudsen, Mr. Richardson, and Mr. D'Angelo. Mr. Grimm abstained. Mr. Grimm re-elected Chair 4-0-1**

Mr. Richardson turned the meeting back over to Chair Grimm.

2. Vice Chair

Chair Grimm asked for nominations for Vice Chair. Chair Grimm nominated Mr. Cannon. Second by Secretary Knudsen. Mr. Cannon accepted. Chair Grimm asked for any other nominations. Having none, brought Mr. Cannon's name forward for a voice vote. Mr. Richardson, Mr. D'Angelo, Secretary Knudsen, Chair Grimm voted in the affirmative with Mr. Cannon abstaining. 4-0-1

3. Secretary

Chair Grimm asked for nominations for Secretary. Chair Grimm nominated Mr. Knudsen. Second by Vice Chair Cannon. Mr. Knudsen accepted. Chair Grimm asked for any other nominations. Having none, brought Mr. Knudsen's name forward for a voice vote. Mr. Richardson, Mr. D'Angelo, Vice Chair Cannon, Chair Grimm voted in the affirmative with Mr. Knudsen abstaining. 4-0-1

II. REPORTS

a. Producer's Report Chair Grimm

Since the last meeting there have been some shows that have been produced Live – the Chester School District meeting and numerous boards and committees that have taken place on Zoom. Brianna and Chair Grimm also recorded the Town meeting that was held on June 20, 2020 at Chester Academy's parking lot.

b. PACT Coordinator Report – Ms. Demers updated the committee on the happenings since the last meeting. The Tightrope system for Ch20 and the VOD system continues to work out very well. Tasks mainly since the last meeting has been sharing the broadcasting and scheduling of Zoom meetings for the town.

Vice Chair Cannon asked how things are going with the system and if Ms. Demers feels the need for help. Ms. Demers said she is holding her own and if needs help, she will ask.

c. Treasurer Report Chair Grimm

Chair Grimm reported that the PACT fund balance as of June 30, 2020 was \$44,356.17.

III. OLD BUSINESS –

1. Review of Town Meeting

Chair Grimm said that he and Ms. Demers recorded the recent Town Meeting in June at Chester Academy. Chair Grimm said that he tabled two warrant articles pertaining to setting up a revolving fund and replacing the yearly warrant request due to the unique meeting and the time that each warrant would require a ballot vote. It was felt to keep the town meeting moving forward it was the best option. He said the committee can decide if they want the warrants back on next year's ballot it can be discussed at a meeting in the fall.

2. Review of COVID and PACT

Chair Grimm said due to COVID the main preference for committee and board meetings has been via ZOOM and for the most part has worked out very well.

3. Update on Franchise Fee Increase

Chair Grimm said the new franchise fee was been approved by Comcast and the last payment has reflected the new rate.

4. FCC ruling for Franchises Fees

Chair Grimm said since the last meeting the US House of Representatives and the US Senate has crafted bills to repeal the FCC's decision on Franchise fees but due to COVID not action has been taken.

V. NEW BUSINESS

1. Plan to Purchase upgrades for CH21 and Ch22

Ms. Demers said that she is getting quotes and timeframe to upgrade Ch21 and Ch22 to the Tightrope system. This will also include having the channels us their own VOD channel. The funding for this will come out of the monies approved in the CIP.

2. Plan to upgrade signal transport from Chester Academy

Ms. Demers spoke about progress on improving the signal between the school and the studio. A final price has not been determined yet from Mr. Hall from Broadlink Technologies.

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3. Plan to upgrade cameras and audio at Chester Academy

Ms. Demers reviewed the 2020-21 budget and CIP Funding Items. The plan is to use PACT funds to upgrade the camera system, audio and feed from the school to the studio.

Discussion followed.

Vice Chair Cannon made a motion to secure the equipment for the school. Motion second by Secretary Knudsen. Chair Grimm asked if there was any more discussion. Mr. Richardson asked if there was a timeframe so he could let Mr. Killar and the custodian know because of having tight restrictions to visitors. Having no other discussion Chair Grimm called for a vote. Vice Chair Cannon, Secretary Knudsen, Mr. D'Angelo, Mr. Richardson, and Chair Grimm voted in the affirmative. Motion passed 5-0.

4. Replacement of TriCaster System

Chair Grimm and Ms. Demers spoke how the TriCaster system has been causing issues with the hard drive failing and displaying the "blue screen of death". The unit looks to finally have died during the last board of selectmen meeting on July 9, 2020 when it failed during their meeting. Ms. Demers will get a price to new system that may include trading in the old unit for a discount.

VI. POLICIES and PROCEDURES

1. Annual Renewal of Policies

Chair Grimm brought forward a motion to approve the policies and procedures for the PACT committee with no new sections or updates, just a yearly house cleaning.

Vice Chair Cannon made a motion to accept the current policies and procedures as presented. Second by Secretary Knudsen. No discussion. Motion carried 5-0 with Vice Chair Cannon, Secretary Knudsen, Mr. Richardson, Mr. D'Angelo and Chair Grimm voting in the affirmative.

VI. ROUNDTABLE - None

VII. NON-PUBLIC - none

VIII. Anticipation of Next Meeting – TBD

IX. ADJOURNMENT

Motion made by Vice Chair Cannon to adjourn the meeting. Second by Secretary Knudsen. No Discussion.

Chair Grimm called for a vote on the motion. Motion carried 5-0 with Vice Chair Cannon, Secretary Knudsen, Mr. Richardson, Mr. D'Angelo and Chair Grimm voting in the affirmative.

The meeting was adjourned at 6:50 pm.

Respectfully Submitted July 14, 2020

Robert Grimm

Chair

Chester PACT