

**Town of Chester  
PACT Committee Meeting  
Saturday, August 25<sup>th</sup>, 2018  
Rangeway Meeting Room  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Pledge of Allegiance  
Roll Call  
Chairman's Additions or Deletions  
Approval of Minutes  
PT Coordinator Introduction & Welcome  
Update: Franchise Agreement with Comcast  
Update: Signal Issue from Chester Academy  
Vote on Studio Equipment Requested in Budget 2018-19  
Programming: Town Fair Coverage  
Update: Cabling to MPR  
Overhead Lighting: Mr. Traynor to Finish C-Clamps & Cables  
Policies & Procedures: On-Demand Time Frame, Program Retention, Past Programming Requests  
Letter to Boards on How to Record Meetings  
Meeting Adjournment

*1.1 Call to Order*

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 10:12am.

*1.2 Pledge of Allegiance*

Chairman Grimm led attendees in the Pledge of Allegiance.

*1.3 Roll Call*

**Members Present:**

Stephen D'Angelo, Selectman Liaison  
Bob Grimm, Chairman  
Karl Knudsen, Secretary  
Terry Traynor

**Members Absent:**

Jack Cannon, Vice Chairman  
Mike Romick, School Board Liaison

**Others Present:**

Joe Castricone, PACT Volunteer  
Briana Demers, Studio Coordinator  
Chuck Heuer, PACT Volunteer

*1.4 Additions or Deletions*

## Town of Chester – PACT Committee Meeting – August 25<sup>th</sup>, 2018

At the Board of Selectmen's meeting on August 23<sup>rd</sup>, Richard LeBlanc submitted his resignation as a PACT Committee Member / Treasurer and PACT Volunteer.

**Chairman Grimm moved to recommend the BOS appoint Chuck Heuer to the PACT Committee; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

Volunteer Castricone contested that Selectman Liaison D'Angelo be a voting member of the Committee; Mr. D'Angelo demurred, and will run this matter by Town counsel.

### 1.5 *Approval of Minutes – August 6<sup>th</sup>, 2018*

Secretary Knudsen had one correction to the minutes of August 6<sup>th</sup>, 2018: remove Richard LeBlanc from having seconded a motion, as he was not in attendance at the meeting. This has been corrected.

**Secretary Knudsen moved to approve the minutes of August 6<sup>th</sup>, 2018, as amended; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

## II **Old Business**

### 2.1 *PT Coordinator Introduction & Welcome*

Briana Demers was welcomed by the Committee as the new part-time Studio Coordinator. At their August 23<sup>rd</sup> meeting, the Board of Selectman approved Ms. Demers to serve as a contractor for PACT.

Ms. Demers is excited to begin working with PACT and looks forward to updating branding, strengthening social media presence, adding content, and improving working relationships with Town groups (including but not limited to the School). Ms. Demers will create an invoice template for herself and was advised she can submit invoices every month, or as she chooses. Chairman Grimm will present Ms. Demers with keys; and Ms. Demers will contact Ms. Wilson to schedule a tour of Town Hall, including a stop to the PD to obtain a vendor photo ID.

### 2.2 *Update: Franchise Agreement with Comcast*

A letter was received from Comcast informing that the franchise fee has officially been increased from 1% to 2%, effective this October. Chairman Grimm will post the updated contract on the Town website.

### 2.3 *Update: Signal Issue from Chester Academy*

Last week, contractor Greg Hall determined the "flutter" is being caused by an a/c (alternating current) issue at the School.

Much troubleshooting was done, and the problem is definitely not on PACT's end. The Committee agreed that there is no sense in PACT spending money on an electrician. However, Mr. Hall plans to bring in a humbucker to try to alleviate the issue in the meantime.

It was noted that there is still some confusion regarding what PACT will be getting the School for equipment. It was agreed that nothing will be purchased until after the School Board meeting in September. Ms. Demers found a better deal on a Canon camera; preferable to one being shipped from China. Selectman D'Angelo felt that PACT should buy what was approved (2 cameras for less than \$500 total) and move on. It is presumed that the School will be providing content contingent to receiving the cameras.

*2.4 Vote on Studio Equipment Requested in Budget 2018-19*

Volunteer Castricone submitted two requests to Chairman Grimm; one to purchase a four-battery charger plus two batteries for \$1,030, and the other to authorize TriCaster upgrade and repairs.

**Secretary Knudsen moved to purchase the four-battery charger plus two batteries for \$1,030; Mr. Traynor seconded the motion. The vote was unanimous in the affirmative; so moved.**

Volunteer Castricone will notify Access A/V.

Selectman D'Angelo urged the Committee to express equipment needs as early in the upcoming budget cycle as possible.

*2.5 Programming: Town Fair Coverage*

Secretary Knudsen and Mr. Traynor plan to serve as talent; and Ms. Demers will operate the camera.

*2.6 Update: Cabling to the MPR*

Maintenance Supervisor Provencher is ready to drill the holes needed to run cabling from the Studio to the MPR. He will drill from the outside with a wet drill and the racks will be covered with tarps. It was noted the racks can only be moved a few inches at most. Chairman Grimm will call Mr. Provencher on Monday.

Volunteer Castricone asked who will be paying for this. Chairman Grimm was unsure, but noted that the only expenses should be for the rental of the drill / perhaps a drill bit.

Cabling to the Meeting Room is to be determined.

*2.7 Overhead Lighting: Mr. Traynor to Finish C-Clamps and Cables*

Mr. Traynor will finish the overhead lighting in the Studio.

### **III New Business**

*3.1 Policies & Procedures: On-Demand Time Frame, Program Retention, Past Programming Requests*

The draft policy Chairman Grimm emailed to the Committee proposes that each meeting be available on-demand for two months then be archived. Individuals wishing to see any meeting older than two months shall email a request through the PACT web page. PACT will then make the requested material available for one week. The members present agreed that this was a reasonable policy.

**Mr. Traynor moved to accept the first reading of the On-Demand Time Frame / Program Retention / Past Programming Request Policy; Secretary Knudsen seconded the motion. The vote was unanimous in the affirmative; so moved.**

Volunteer Castricone suggested designating one of the Studio's hard drives for backup only. Although there is a fireproof safe in the building, it was agreed that it would be wise for the Committee to begin researching cloud-based solutions as soon as possible.

### 3.2 *Letter to Boards on How to Record Meetings*

Volunteer Castricone drafted a letter on recording meetings to be sent to all Town Boards, Commissions & Committees. It was noted that not all groups recite the Pledge of Allegiance; which buys time for audio and video to synchronize, enabling the person recording to quickly identify the group. The groups will be encouraged to flip the switch, say the Pledge, identify the group, and state the date.

Groups should be aware that there is a twenty-second delay and therefore should account for this when conducting non-public sessions.

When groups hold a meeting at a different time or day than usual, they should let PACT know in advance so that someone will be able to record the meeting.

Selectman D'Angelo suggested that the Recording Secretary, Chairperson, or other group member be designated to announce the group name and time & date in the beginning of the meeting. It was also suggested that groups flip the switch at the time the meeting is scheduled to begin. Perhaps an instruction sheet could be laminated and placed on each meeting table; or even a sign identifying each group could be displayed as are individual name plates. Chairman Grimm will ask BOS AA Doda to email all groups with this updated information; and he will update the PACT Policies & Procedures Manual.

## IV Roundtable

**Studio Use / Lock:** Volunteer Castricone stated that BOS AA Doda is no longer scheduling meetings in the Studio. The extra chairs should be taken out of the Studio and stored elsewhere; and a lock should be placed on the main entrance as equipment is stored in there.

Selectman D'Angelo stated that adding a lock would require BOS approval; if approved, keys should be given to Maintenance, BOS AA, etc.

Chairman Grimm will request to be on the BOS meeting agenda of September 6<sup>th</sup>.

**Funding for School Requests:** Volunteer Heuer has realized that the School “needs its own destiny”; it's in everyone's best interest, especially the students. PACT simply does not have the kind of funding it takes to accommodate the School's requests; yet the School has its own funding and surplus. Mr. Heuer felt that the only area of intersection between the School and PACT is uploads. Although Mr. Heuer hates to see the School and PACT at odds, he feels the School will just have to increase their own budget if necessary.

Selectman D'Angelo opined that the real issue is where the intersection exists between PACT and the School; and felt that the service that Ms. Demers will offer the School (as paid by PACT funds) is no small asset. Ms. Demers added that she looks forward to investing in the students; she sees their potential as “future volunteers”.

Volunteer Castricone has felt from the beginning that, relative to PACT, the School is a volunteer entity. The Studio is here to help them, and all volunteers, produce a program; but PACT should not be responsible for purchasing the School's equipment or educating the children. Some town's / city's PACTs don't provide anything to their Schools. Mr. Castricone agreed that Ms. Demers will be a resource to support volunteers; but that PACT shouldn't be funding them.

## Town of Chester – PACT Committee Meeting – August 25<sup>th</sup>, 2018

Volunteer Heuer believes that PACT should meet with Selectman Hagan, the School's liaison, to begin to define PACT's relationship with the School moving forward; a clearly-defined policy must be enacted. Selectman D'Angelo added that, had he been present at the meeting at which the BOS approved the School's \$5k request, he would have been opposed; it lacked clarity.

### **V      Adjournment**

Chairman Grimm will attend the School Board meeting on September 12<sup>th</sup>; he proposed PACT meet next in October to begin budget preliminaries.

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

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

The meeting was adjourned at approximately 11:58am.

Respectfully Submitted,

Caroline Rose Wilson, Recording Secretary