**Town of Chester**

**PACT Committee Meeting**

**Tuesday, October 16, 2018**

**Rangeway Meeting Room**

**I Preliminaries**

*1.1 Call to Order*

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 7:05pm.

*1.2 Pledge of Allegiance*

Chairman Grimm led attendees in the Pledge of Allegiance.

*1.3 Roll Call*

**Members Present:**

Jack Cannon, Vice Chairman arrived at 8:00 pm

Stephen D’Angelo, Selectman Liaison

Bob Grimm, Chairman

Karl Knudsen, Secretary

Chuck Heuer, Treasurer

Mike Romick, School Board Liaison

**Member Absent:**

Terry Traynor

*1.4 Additions or Deletions -* Chair Grimm brought forward that as per the Board of Selectmen liaisons do not have a vote on committee business. Chair Grimm asked if the committee needed to have some of the votes made in the past by liaisons revisited. The committee felt that they acted in good faith at the time and did not know liaisons could not vote and the motions did not need to be revisited.

*1.5 Approval of Minutes – August 25, 2018*

**Secretary Knudsen moved to approve the minutes of August 25, 2018 as written; Chair Grimm seconded the motion. The vote was unanimous in the affirmative; so, moved.**

**II. REPORTS**

1. PACT Coordinator Ms., Demers

* Finalizing Facebook Page which will have videos, behind the scene photos
* Website – asked if PACT could have their own website. Discussion followed regarding if PACT was able to have their web site separate from the town’s website. Rationale was to have own brand like other PACT systems.

**Motion made by Mr. Knudsen to authorize the creation of a Chester PACT website. Motion seconded by Treasurer Heuer. Discussion followed. Chair Grimm called for a vote on motion. The vote was unanimous in the affirmative.**

* Ms. Demers spoke about working on an inventory of the equipment and how the systems work. She is working with Treasurer Heuer and Consultant Greg Hall.
* Ms. Demers reviewed the recent meeting of the NHCCM and the new technology of NDI. Treasurer Heuer and Chair Grimm also attended the meeting. The group discussed the advantages of NDI and will explore how it can be used in Chester and at the school.
* Lastly, Ms. Demers presented a new logo for the Chester access system.

**Motion was made by Secretary Knudsen and second by Treasurer Heuer. Discussion followed. Chair Grimm called for a vote on the motion. The vote was unanimous In the affirmative.**

1. Treasurer Report Mr. Heuer

Treasurer Heuer received the budget information earlier in the day and will have an updated report at the next meeting.

**III*.*  OLD BUSINESS**

1. Update on signal Issue from Chester Academy – Chair Grimm said an AGC unit was installed at the school to correct the problem. Testing is ongoing. Chair Grimm also updated the committee that new Vide DAs are being installed. The current ones are failing and causing video output issues on the system.

1. Chester Academy Video Club Status – presently there is no advisor and the school are working to get student interest. It was suggested by Chair Grimm to have Ms. Demers reach out to the Principal at Chester Academy to have an assembly or meetings with the 7th and 8th graders.

**Motion made by Secretary Knudsen to have Ms. Demers meet with Principal Karen Lacroix. Second by Treasurer Heuer. Discussion followed.**  **Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.**

1. Studio Equipment Purchase Updates – Chair Grimm informed the committee that when he went to order the two cameras and its accessories the Canon units were no longer available and was looking for a new motion to expend $613.29.

**Motion made by Treasurer Heuer to have Chair Grimm purchase the two Canon cameras and its accessories for a total of $613.29. Second by Secretary Knudsen. Discussion followed.**  **Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.**

1. Purchased Battery Charger and 2 Batteries – equipment was ordered and purchased.
2. Tri Caster Repair Update – Unit is back with a new software update. Unit is under testing.
3. JVC Filed camera out for repair with Access AV – Camera will be picked up this week.
4. Cabling to MPR Update - - With the town not having a Maintenance Supervisor the request has not been completed. The committee will wait for the immediate future to see if NDI is a way to go and what cabling is needed.
5. Review Door Lock to Enter Studio Use Guidelines – Lock has been placed on inside door and should be locked when studio is in use by PACT. This would also include weekends.
6. Key replacement to Studio Inside Door – New lock has been installed and keys have been distributed
7. Cabling to Meeting Room – No update
8. Overhead Lighting - no update

**IV. NEW BUSIBNESS**

1. Review of Cable Conference and NHCCM Meeting - Was discussed earlier in meeting
2. Preliminary Budget for 2019-2020

Discussion centered around what should be in the budget for 2019 besides Part Time Coordinator Pay; Internet Fee; NHCCM Membership fee; Consultant Fee for Broadlink Technology Solutions; Miscellaneous.

It was suggested by Liaison D’Angelo that PACT put in a request to upgrade the cameras for the Town Board Room, Studio and the school under the CIP. A new control system for all three channels which would include separate bulletin boards. The issue is that the request needs to be ASAP since there is a meeting scheduled for Wednesday, November 7, 2018 to review the CIP. The committee agreed to explore this option and Treasurer Heuer and Ms. Demers will take the lead on this with input from Mr. Hall.

**V. POLICIES and PROCEDURES**

1. On Demand Time frame, Retaining Programs, and request of past Programming – second read/Approval
2. How to Broadcast and Record Meetings – Second read/Approval

**Motion made by Treasurer Heuer to accept the reading of the policies presented. Second by Vice Chair Cannon. Discussion followed.**  **Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.**

**VI. ROUNDTABLE**

Vice Chair brought the option to see if there was funding available to compensate Treasurer Heuer for his work.

Treasurer Heuer expressed his concern about having a second backup for our system and video files whether that be portable drives or cloud service. He will come back with recommendations at the next meeting.

**VII. Anticipation of Next Meeting –** Tuesday, October 30, 2018 7:00 pm

**VIII. ADJOURNMENT**

**Motion made by Treasurer Heuer** **to adjourn the meeting. Second by Secretary Knudsen. No Discussion.**

**Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.**

The meeting was adjourned at approximately 9:10pm.

Respectfully Submitted,

Robert Grimm

Chair

Chester PACT