

Town of Chester – PACT Committee Meeting – December 12, 2018
APPROVED March 13, 2019

APPROVED Minutes

**Town of Chester
PACT Committee Meeting
Wednesday, December 12, 2018
Rangeway Meeting Room**

I Preliminaries

1.1 Call to Order

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 7:00pm.

1.2 Pledge of Allegiance

Chairman Grimm led attendees in the Pledge of Allegiance.

1.3 Roll Call

Members Present:

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

Member Absent:

Mike Romick, School Board Liaison

1.4 Additions or Deletions –

Chair Grimm updated the committee on his recent visit with the Board of Selectmen on December 6, 2018 to bring up three items.

1. It was asked and passed 4-1 by the BOS to allow liaisons to be voting members on the committee
2. It was asked to have the amount of \$5,940 be put in the line item to have the On Demand/Live Stream two-year contract renewed July 1, 2019
3. Spoke about the CIP and the decision not to have the PACT request brought forward by the Planning Board

Vice Chair Cannon expressed his concern that the Planning board made the decision, he felt it was up to the town. Discussion arose regarding to be placed on the CIP or increase the franchise fee amount. Liaison

Chair Grimm said if the committee wishes he can craft a letter to the BOS to request Comcast increase the percentage from current rate of 2% to 5 %. Vice Chair Canon asked for education on the franchise fees and wanted to know what the revenue Chester residents generate to Comcast. Chair Grimm explained that the franchise fee was established with the 1984 Cable Act And it was sole based upon video revenue collected by providers and capped at 5%. Chair Grimm said there are two other revenue streams that the PACT can explore – grants and having businesses under right programs and the stations.

Liaison D'Angelo felt the committee present a precise plan demonstrating the effects of not replacing the current server system before it fails.

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Chair Grimm mentioned that since the last meeting there have been several new programs and Jane Grimm has stepped up as the host of Breakfast with Santa and Village Christmas in Chester, Feedback with use of the Facebook page has helped with viewership and there are several more programs being developed.

Treasurer Heuer brought forth an organizational chart and roles of members. He identified roles of Ms. Demers, Chair Grimm, himself, and other members.

The role of the Operation Manager (Treasurer Heuer) would handler equipment and connectivity; scheduling and distribution; backup and recovery; and support and problem resolution.

The role of the PACT Coordinator (Ms. Demers) would include content promotion and management; Personnel training; studio development; Chester School emissary; and the other duties specified by the Committee when the position was created.

Field Manger (Chair Grimm) would entail Channel 21 Camera/Editing; Channel 22 cameras/editing/scheduling; ordering and supplies

Treasurer Heuer pointed out that the roles highlighted are being performed by the members already, he just wanted to have it writing.

Brief discussion followed

Vice Chair Cannon made a motion to accept the organizational CHART AS PRESENTED. Motion seconded by Liaison D'Angelo. No further Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.

1.5 Approval of Minutes – November 14, 2018

A vote was put off until next meeting. Members have not all had a chance to review minutes from November 14, 2018 meeting

II. REPORTS

a. PACT Coordinator Ms., Demers

- Facebook page is active and being updated and liked by many.
- The Website is in the final stages. Ms. Demers asked to purchase the domain name chesterpact.com and will look into a hosting company.

b. Treasurer Report Mr. Heuer

- Treasurer Heuer said balance as of December 3, 2018 is \$52,767.00. There have been several expenditures in the past month and we are well within the amount requested on last year's warrant.

III. OLD BUSINESS

- a. CIP Update – covered earlier
- b. Website – covered earlier
- c. Facebook Page – covered earlier
- d. 2019-2020 Budget – Treasure Heuer and Coordinator Demers presented a preliminary budget for 2019-20 for review and discussion.

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	QTY	UNIT Cost	Total Cost
Software Purchases and Licenses			
Adobe Creative Suite Annual License	3	\$599.00	\$1,797.00
Telvue Livestream and Video on Demand Contract	1	\$5,940.00	\$5,940.00
New Computers			
Video Editing Laptop	2	\$2,000.00	\$4,000.00
PACT-PC Replacement	1	\$800.00	\$800.00
New Equipment			
Video Router (Black Magic 40 x 40 6 ghz)	1	\$2,995.00	\$2,995.00
SD Card Recorder	1	\$700.00	\$700.00
4 TB USB Drives	4	\$99.00	\$396.00
Bird/dog NDI Encoder (SDI to NDI) Studio version -	1	\$895.00	\$895.00
Camera assist equipment and devices	1	\$1.00	\$1.00
Portable Camera for Content Collection	1	\$6,000.00	\$6,000.00
Power Failsafe Devices	1	\$500.00	\$500.00
Microphones	1	\$1.00	\$1.00
Cables, Connectors, Convertors	1	\$500.00	\$500.00
Equipment Repairs as needed	1	\$1,200.00	\$1,200.00
Postage	1	\$100.00	\$100.00
Keys and Security Equipment	1	\$250.00	\$250.00
Furniture	1	\$1.00	\$1.00
Tools	1	\$75.00	\$75.00
Memberships	1	\$125.00	\$125.00
General Hardware (screws, wood, nails, Bolts, etc.)	1	\$150.00	\$150.00
Broadlink Consulting (Greg Hall)	1	\$5,000.00	\$5,000.00
Studio Coordinator	1	\$14,960.00	\$14,960.00
Benefits	1	\$3,000.00	\$3,000.00
**2019-2020 Fiscal Budget			\$49,386.00
2019-2020 Pact Supplies (From General Fund)			
Telvue License funded from Town Budget		\$5,940.00	
2019-2020 Fiscal Projected Revenue from Fees		\$40,000.00	
2019-2020 Grants???		\$0.00	
2019-2020 Total Projected Revenue		\$45,940.00	

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Discussion followed by all and it was decided to have better numbers for items as well as detailed descriptions and backup. Treasurer Heuer, Ms. Demers and Chair Grimm will work on the budget and get back to the committee.

Chair Grimm reminded the committee that the warrant article needs to be submitted to the BOS by January 2, 2019. He also stated that the amount of \$5,940.00 would be requested for the Live Stream/On Demand for the three channels for a two-year contract.

Liaison D'Angelo asked if there was anything else needed in the budget such as more personnel. Discussion followed as to what type and where the funding would come from.

- e. Update on Programming – covered earlier

IV. NEW BUSINESS - NONE

V. POLICIES and PROCEDURES - None

VI. ROUNDTABLE - None

VII. Anticipation of Next Meeting – To Be Determined

VIII. ADJOURNMENT

Motion made by Liaison D'Angelo to adjourn the meeting. Second by Treasurer Heuer. No Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.

The meeting was adjourned at approximately 9:34pm.

Respectfully Submitted,

Robert Grimm
Chair
Chester PACT
December 14, 2018