

Town of Chester – PACT Committee Meeting – January 16, 2019
Approved March 13, 2019

APPROVED Minutes
Town of Chester
PACT Committee Meeting
Wednesday, January 16, 2019
Rangeway Meeting Room

I. Preliminaries

a. Call to Order

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 7:04pm.

b. Pledge of Allegiance

Chairman Grimm led attendees in the Pledge of Allegiance.

c. Roll Call

Members Present:

Bob Grimm, Chairman; Jack Cannon, Vice Chair; Chuck Heuer Treasurer; Mike Romick, School Board Liaison arrived at 7:14 pm; Briana Demers, PACT Coordinator

Member Absent:

Karl Knudsen, Secretary; and Stephen D'Angelo, Selectman Liaison

d. Additions or Deletions - NONE

e. Approval of Minutes November 14, 2018 Meeting and December 12, 2018 Meeting

Chair Grimm Asked if the committee could approve the November or December minutes. Some members who were at the November and December meetings were not present, decided to hold off until February meeting.

REPORTS

a. Producer's Report Chair Grimm

1. Review December Programming created 3 new shows that ran in December and throughout Christmas week including shows from 2016 and 2017.
2. PTA Chili Cook Off Bingo Night Friday, January 25, 2019
3. School Board Show on Kindergarten Taping tentative date Saturday, January 26, 2019
4. School District Meeting March 12, 2019

b. PACT Coordinator Ms. Demers

1. Web Page Update – page is up and running. Some fine tuning will continue including an interactive calendar.
2. School District – Reached out to Principal LaCroux to see if an advisor has been found has not heard back yet.
3. Facebook Page – going very well
4. Volunteer Training - working setting up basic training for camera use and editing for volunteers and public.
5. Studio equipment Relocation – Schedule is for Friday, January 18, 2019 to move the Tri Caster to the rack in the control room. Will need to build jumper cables as needed.

c. Treasurer Report Mr. Heuer

1. 2019-20 Budget – budget was finalized and created to generate the Warrant article for PACT funding
2. PACT Warrant Article – created and submitted to Board of Selectmen. Amount is \$35,229
3. Balance and Funding to date - Fund balance is \$52,000 recent expenditures were \$9,000

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Treasurer Heuer asked if the position of Treasurer was needed since the town supplies spreadsheets of the fund balance and expenditures.

Chair Grimm asked for a motion to do away with the position.

Vice Chair Cannon made a motion to do away with the position. Mr. Romick seconded Motion.

Discussion followed. It was decided that the Chair can report on the balance and expenditures since there are not too many each month. Chair Grimm called the motion to a vote and it passed 3-0.

d. Operations Manager's Report Mr. Heuer

Mr. Heuer spoke of a job list and reviewed the past month's work. Backups of computers and files are ongoing as well as recovery disks created for each PC. Question arose as to old equipment in studio and PACT possession. It was decided to get an inventory list of obsolete equipment and if any can be sold. Chair Grimm reminded the committee that once a list is gathered it will need to be presented to the Board of Selectmen for approval of disposal or resale. The committee also has decided to address the VHS inventory and begin transfer to digital format. It will be an ongoing and intense process.

III. OLD BUSINESS

- a. Franchise Fee – Chair Grimm brought up the discussion from the last meeting looking to see if the committee would request an increase in the fee. It was decided to hold off and see if the option of leasing the new system was an option and wait to see what comes out of the budget meeting end of January. It was also brought up getting underwriting funding from local businesses. This is being explored as to levels and prices to be charged.

IV. NEW BUSINESS

Chair Grimm brought forth the Board of Selectmen Meeting set for January 31, 2019 where the PACT Warrant and Budget Line Item will be discussed. Chair Grimm asked Mr. Heuer, MS. Demers to attend.

V. POLICIES and PROCEDURES - None

VI. ROUNDTABLE – None

VII. Anticipation of Next Meeting – Wednesday, February 13, 2019

VIII. ADJOURNMENT

Motion made by Mr. Romick to adjourn the meeting. Second by Vice Chair Cannon. No Discussion.

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

The meeting was adjourned at approximately 8:47pm.

Respectfully Submitted,

Robert Grimm
Chair
Chester PACT
January 17, 2019